

Lawnswood Campus



Staff Acceptable Use of ICT Policy

Review Date: July 2019

Please read

Governors as Management Board
Schools as PRUs

Signed by the Chair of the Management Board: Date:

Staff Acceptable ICT Use Policy

School networked resources, including SIMS, are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. If you make a comment about the school or County Council you must state that it is an expression of your own personal view. Any use of the network that would bring the name of the school or County Council into disrepute is not allowed.

All users are required to follow the conditions laid down in the policy. Any breach of these conditions may lead to withdrawal of the user's access, monitoring and / or retrospective investigation of the users use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

CONDITIONS OF USE:

Personal Responsibility

Users are responsible for their behaviour and communications. Staff will be expected to use the resources for the purposes for which they are made available. It is the responsibility of the User to take all reasonable steps to ensure compliance with the conditions set out in this Policy, and to ensure that unacceptable use does not occur. Users will accept personal responsibility for reporting any misuse of the network to the Head of Centre.

Acceptable Use

Users are expected to utilise the network systems in a responsible manner. All computer systems will be regularly monitored to ensure that they are being used in a responsible fashion.

Below is a set of rules that must be complied with. This is not an exhaustive list and you are reminded that all use should be consistent with the school ethos.

1	I will not create, send, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring the school (or Wolverhampton County Council) into disrepute.
2	I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3	I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
4	I understand that staff under reasonable suspicion of misuse in terms of time, activity or content may be placed under retrospective investigation or have their usage monitored.
5	Privacy – I will not reveal any personal information (e.g. home address, telephone number, social networking details) to any unauthorised person (see 21). I will not reveal any of my personal information to staff or students.
6	I will not log into other users' files or folders without prior permission.

7	I will ensure that all my login credentials (including passwords) are not shared with any other individuals, displayed or used by any individual than myself. Likewise, I will not share those of other users.
8	I will ensure that if I think someone has learned my password then I will change it immediately and/or contact ICT Technical Support Service. I will change my password as and when prompted
9	I will ensure that I log off after my network session has finished or lock the screen if leaving unattended. (Ctrl - Alt - Delete or shortcut - Windows key & L key)
10	If I find an unattended machine logged on under other users username I will not continuing using the machine – I will log it off immediately.
11	I will not use personal digital cameras or camera phones for creating or transferring images of children and young people without the express permission of the school leadership team.
12	I will only use Centre cameras for recording images of children and young people.
13	I am aware that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Anonymous messages are not permitted.
14	I will not use the network in any way that would disrupt use of the network by others.
15	I will report any accidental access, receipt of inappropriate materials or filtering breaches/ unsuitable websites to ICT Technical Support Service and SLT.
16	I will not use “USB drives”, portable hard-drives, tablets or personal laptops on the network without having them “approved” by the centre and checked for viruses.
17	I will only use an USB provided by Lawnswood Campus.
18	I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called in to investigate such use.
19	I will not download any unapproved software, system utilities or resources from the Internet that might compromise the network or are not adequately licensed.
20	I will not engage in any social media communication with any current pupil or former pupil under the age of 18. I will ensure that my privacy settings are of the highest level to protect myself and others. - I will also be careful with who has access to my pages through friends and friends of friends. Especially with those connected with my professional duties, such a school parents and their children.
21	I will not send or publish material that violates Data Protection Act or breaching the security this act requires for personal data, including data held in SIMS.
22	I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.
23	I will not attempt to harm or destroy any equipment or data of another user or network connected to the school system.
24	I will ensure that portable ICT equipment such as laptops, digital still and video cameras are securely locked away when they are not being used.

	Any Centre equipment e.g. laptops/cameras that are stolen whilst in your care must be reported to the police immediately and will need to be claimed for from your personal insurance i.e. house/car insurance.
25	I will ensure that any Personal Data (where the Data Protection Act applies – see www.gov.uk/data-protectio) that is sent over the Internet (or taken offsite in any other way) will be encrypted or otherwise secured.
26	I will ensure that I report any Safeguarding breaches to the designated Safeguarding Officer in each Centre.

Additional guidelines

Staff must comply with the acceptable use policy of any other networks that they access.

SERVICES

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

NETWORK SECURITY

Users are expected to inform the Head of Centre immediately if a security problem is identified and should not demonstrate this problem to other users. Files held on the school's network will be regularly checked by ICT Technical Support Service. Users identified as a security risk will be denied access to the network.

MEDIA PUBLICATIONS

Written permission from parents or carers must be obtained before photographs of or named photographs of students are published. Also, examples of students' work must only be published (e.g. photographs, videos, TV presentations, web pages etc.) if written parental consent has been given.

Staff User Agreement Form for the Staff Acceptable Use Policy

As a centre user of the network resources, I agree to follow the centre rules (set out above) on its use. I will use the network in a responsible way and observe all the restrictions explained in the school acceptable use policy. If I am in any doubt I will consult the Head of Centre.

I agree to report any misuse of the network to the Head of Centre.

I agree to report any misuse of the network by the Head of Centre to the Executive Head.

I agree to report any misuse of the network by the Executive Head to the Chair of the Management Board.

I also agree to report any websites that are available on the school Internet that contain inappropriate material to the Head of Centre.

Lastly I agree to ensure that portable equipment such as cameras or laptops will be kept secured when not in use and to report any lapses in physical security to the Head of Centre

If I do not follow the centre rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

Staff Name: _____

Staff Signature: _____

Date: __ / __ / ____

Centre USB

I am in receipt of a USB provided by Lawnswood Campus, serial number ____

Staff Name: _____

Staff Signature: _____

Date: __ / __ / ____