BUCKLER'S MEAD ACADEMY
IT SYSTEMS ACCEPTABLE USAGE POLICY FOR STAFF

1   **Introduction**

Buckler's Mead Academy uses a range of IT systems, equipment and communication technologies to support teaching, learning and Academy administration. These include e-mail, the internet, library systems, and Moodle (the Academy's Virtual Learning Environment).

1.1   This policy, which applies to all users internal and external, is designed to ensure that all IT use is **reasonable, effective, safe and secure**, and complies with legal requirements including the Data Protection Act 1998, the Computer Misuse Act 1990, the Copyright, Designs and Patents Act 1998, the Telecommunications Act 1984, the Obscene Publications Act 1978, Regulation of Investigatory Powers Act 2000, Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and the Human Rights Act 1998.

1.2   In agreeing to this policy you are agreeing to abide by the terms of all sections which apply to your role.

2   <u>**Acceptable Use Policy for all Staff**</u>

All staff must agree to abide by the following requirements:

3   **My user accounts**

I will be responsible for the security of my user accounts. I will not share log-on details such as passwords with anyone else, or allow anyone else to use my accounts, or leave a PC unattended while still logged in and unlocked. I will be held jointly responsible for any damage or misconduct carried out by someone else using my account as a result of my failure to adhere to this policy.

3.1   I will log off any computer as soon as I have finished working on it, and will turn off equipment when I have finished with it, unless directed otherwise.

3.2   I understand that the Academy's web-based systems use cookies and will cause cookies to be installed on any device I use to access the Academy systems. (A cookie is a small file that is stored on a user's device and helps the system track the user as they navigate through the system). I understand that these cookies are required for basic use of the system and for the analysis of usage patterns, and that if I disable them I cannot use the systems. Where use of the cookies involves processing of personal data, I understand that such data will be treated in accordance with the Academy's Data Protection Policy and will not be published or shared outside of the Academy, except where required by law as detailed in the Fair Processing Notice.

4   <u>**My files**</u>

I will responsibly manage the files stored in all my user areas including my departmental areas and my 'Documents' folder, and regularly remove unwanted and duplicated files. I will not store files which breach copyright or other legislation. I will follow the advice of IT Services staff regarding the creation and storage of large files.

4.1   I understand that files stored on the network are backed up for me but that I must take responsibility for making copies of any files I save on computer hard drives and other portable storage devices including USB memory sticks.

4.2   I will not store sensitive or personal data on portable storage devices (including laptops and USB memory sticks) or take such data off site unless absolutely necessary, and not without using encryption tools as advised by the IT Services Manager.

5   **My communications and activities**

I will not browse, download, upload, send, save or distribute illegal, abusive, obscene, offensive, defamatory, discriminatory, racist, harassing, derogatory, violently-extremist or defamatory material / messages. I will not breach confidentiality, copyrights or intellectual property rights. I will not take part in on-line gambling.

5.1   I will follow all guidelines issued by the Academy relating to the safe and efficient use of IT systems and equipment.

5.2   I understand that use of Academy IT facilities for brief and occasional personal use is considered acceptable provided that I am not preventing anyone else from carrying out Academy-related activities or incurring costs to the Academy, and that I am abiding by this policy and it is not interfering with the fulfilment of my duties. I understand that privacy of any personal e-mails and files cannot be guaranteed by the Academy.

5.3   I will not circumvent, or attempt to circumvent, the Academy's network security systems and internet access control systems either when using Academy IT equipment or my own. I will not compromise the integrity or performance of the systems or the network.

5.4   I will not take part in any on-line activity that brings the Academy or my professional role into disrepute.

5.5   I will not share personal contact details with current students or communicate with them using social networking sites e.g. Facebook.

5.6   I will not download or install any software or hardware on Academy computers or take copies of Academy software for personal use unless explicitly licensed to do so by the IT Services Manager.

5.7   I will not use any e-mail system other than the official Academy one for the conduct of Academy business.

5.8   I will only send e-mails to appropriate addressees, keeping internal mass-e-mails to an absolute minimum and only on important Academy business. I will always communicate politely and respectfully.

5.9   I will not transmit viruses or hoax e-mails. I will not interfere with the anti-virus software on any computer. I will report any suspected virus to IT Services staff immediately.

5.10   I will not transmit high volumes of e-mails or e-mails to a large number of addressees without the IT Services Manager's permission.

5.11   If I use a camera or mobile phone to take photographs of people, I will not use or publish the photographs without their permission.

6   **Looking after equipment**

      I will not consume food or drink at shared computers or in classrooms.

6.1   I will not interfere with the settings and configuration of computers and other equipment unless advised to do so by IT Services staff.

6.2   I will not interfere with, disconnect or remove any computer equipment or related cabling.

6.3   I will ensure equipment is adequately secured, stored and protected, during and after use.

6.4   I will not connect unauthorised devices to the Academy network and will not use any device that provides independent internet access while connected to the Academy network.

7   **Applying the policy**

      I will report any breach of this policy to the IT Services Manager.

7.1   I understand that breaches of this policy will be dealt with under the Academy's disciplinary policy and may lead to the withdrawal of facilities.

7.2   In serious cases, breaches of this policy may lead to suspension or dismissal, e.g. accessing pornographic material, making defamatory statements about any person or organisation, on-line gambling or breaching copyright, confidentiality or data protection legislation.

7.3   I understand that all activities, including websites visited and e-mails sent or received may be monitored for viruses, spam and other inappropriate content as well as diagnostic and maintenance purposes. I will report any accidental access to inappropriate material to my line manager.

I confirm that I have read the above statement and agree with the terms and conditions detailed in the IT systems Acceptable Usage Policy. I understand that a breach of this policy may result in action being taken under the Academy Disciplinary Policy.

Signature: _____   Date:_____

Print Name: _____   Line Manager: _____