

St Christopher's, Hove



A Member of the Brighton College Family of Schools

Staff and Volunteer Acceptable Use of ICT and Data Policy

for the use of Information and Communication Technologies (ICT) and the handling of Personal Data

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, extranet, PASS, 3SYS, remote desktop) out of school.
- I understand that the school ICT systems are primarily intended for educational or administrative use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.
- I will not use my mobile phone or any other communication device for personal use in the presence of any children except in an emergency.

The following rules apply to the use of passwords:

- Passwords must not include proper names or be the same as the user name.
- The account will be "locked out" following ten successive incorrect log-on attempts.
- Temporary passwords e.g. used with new user accounts or when users have forgotten or need to change their passwords, shall be enforced to change immediately upon the next

account log-on.

- Passwords shall not be displayed on screen, and shall be securely hashed.
- Requests for new logins or password changes should be authenticated by the Network Manager to ensure that the new login can only be passed to the genuine user.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. If I use my personal equipment to take photos of pupils, I will transfer them directly to the school system and then immediately delete them from my device. I am aware that a handful of pupils' parents have not given permission for their child's photo to be included in school publications and will check the list before publishing any image. Where these images are published (e.g. on the school website or extranet) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with pupils and parents/carers, using official school systems (not personal email, mobile phones (**except on school trips, matches and other off-site school activities**) or social networking site). Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held/external devices (PDAs, laptops, mobile phones, USB devices, etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programs.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

Every staff member is responsible for ensuring that pupils use the Internet and electronic devices wisely and responsibly:

- I will be active in ensuring that pupils adhere to their Acceptable Use Policy. This includes making sure that pupils do not use their mobile devices around the school site, or in lessons with staff permission.
- I am aware of the possibilities for pupils to misuse the Internet and mobile technologies, and have read the relevant sections of the Safeguarding policy (relating to sexting) and Behaviour policy (relating to cyberbullying).

Personal Data:

- I will only access, transport, hold, disclose or share personal information about myself or others, as outlined in the school Data Protection Policy.
- Where personal data (i.e. that relates to pupils, parents or staff) is transferred or accessed outside the secure school network, it must be password protected and encrypted.
- Hard copies need to be kept securely locked away and safely destroyed (by shredding) and disposed of.
- I understand that the school Data Protection Policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name:

Signed:

Date:

Reviewed: January 2015

Next Review: January 2016