



I.T. ACCEPTABLE USE POLICY FOR STAFF

St John's Catholic Comprehensive School

<p>OUR MISSION STATEMENT</p> <p>Excellence for all. Service to others. Inspired by Christ.</p>	<p>Authored by:</p> <p>Keith Nolan Senior Network Manager 28th January 2016</p>
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Information technology acceptable use policy

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Support Team Services

The school runs several department teams that work together as part of this policy these are the Technical, IT Services, Safeguarding and E- Safety teams.



The School Policy

As a professional organisation with responsibility for safeguarding it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list; all members of staff are reminded that IT use should be consistent with the school ethos, school policies, national/local guidance and expectations, and the Law.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password; a strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly. (**Password will change approximately every 120 calendar days and must contain at least 1 number and 1 letter**)
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998.
 - This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.

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- Any data which is being removed from the school site will not be put on an unencrypted device such as a memory stick or portable hard drive.
 - Any images or videos of pupils will only be used as stated in the school image use policy found on the school website www.stjohnscs.com and will always take into account parental consent.
7. I will not keep or access professional documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible I will use the School Learning Platform (SharePoint/Office365) to upload any work documents and files in a password protected environment or via VPN. Staff will not upload document to portals not owned or controlled by the school or have private websites for materials.
 8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
 9. I will respect copyright and intellectual property rights.
 10. I have read and understood the school online safety policy (see safeguarding) which covers the requirements for safe IT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces
 11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Lead as soon as possible
 12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the ICT Support Technical team as soon as possible.
 13. **My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries, and will be transparent and open to scrutiny at all times.**
 - **All communication will take place via school approved communication channels such as a school provided email address or telephone number, and not via personal devices or communication channels, such as personal email, social networking or mobile phones.**
 - **Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Lead and/or head teacher, you may be asked this question during your induction.**
 14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the **staff code of conduct** and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the **school code of conduct/behaviour policy** and the Law.

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15. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
17. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead and/or the head teacher.
18. I understand that my use of the school information systems, including any devices provided by the school, school internet and school email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
19. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, in order to monitor policy compliance. Where it believes unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.
20. Acceptance of this policy – As part of the school's need to monitor and ensure all staff have under the correct induction to the school and to ensure the school meets its commitment to reduce paper usage you may be asked to accept this policy electronically or via the school induction acceptance form which contains several agreements for staff to sign before employment commences, further to this you may be require to re-sign acceptance should the policy change at any time in the future.