

# Elmsett C. of E. V.C.P. School

## Acceptable Use of ICT and Mobile Phones Policy

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## Document Control

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## **1. PURPOSE**

This policy was provided by Suffolk County Council and has been approved by the Governing Body of Elmsett Primary School. It defines and describes the acceptable use of ICT (Information and Communications Technology) and mobile phones for school-based employees. Its purpose is to minimise the risk to pupils of inappropriate contact from staff, to protect employees and schools from litigation, and to minimise the risk of damage to the school's ICT network.

## **2. SCOPE**

2.1 This policy deals with the use of ICT facilities in schools in Suffolk and applies to all school-based employees and other authorised users, e.g. volunteers.

2.2 Non school-based staff are also subject to the County Council's ICT Acceptable Use Policy.

## **3. SCHOOL RESPONSIBILITIES**

3.1 The Governing Body is responsible for ensuring that its employees act in a lawful manner, making appropriate use of school technologies for approved purposes only.

3.2 The Governing Body is responsible for adopting relevant policies and the Headteacher for ensuring that staff are aware of their contents.

3.3 The Headteacher is responsible for maintaining an inventory of ICT equipment and a list of school laptops, digital cameras and mobile phones and to whom they have been issued.

3.4 If the Headteacher has reason to believe that any ICT equipment has been misused, he should immediately consult the Area Personnel Officer or Education Lead Officer at the Area Office for advice. The Area Personnel Officer will agree with the Headteacher and Customer Services Direct's Policy and Compliance Manager an appropriate strategy for the investigation of the allegations. Incidents will be investigated in a timely manner in accordance with agreed procedures.

3.5 Should such a problem arise, the Headteacher must make it clear to colleagues that no member of school staff must carry out this investigation unless authorised to do so by the Headteacher as a result of the advice provided by a Local Authority Officer.

## **4. USER RESPONSIBILITIES**

4.1 Staff found to be in breach of this policy may be disciplined in accordance with the disciplinary procedure. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Headteacher.

4.2 Adequate induction, training and support must be undertaken to implement this policy.

4.3 By logging on to the school network, users agree to abide by this Acceptable Use policy and all other school policies that relate to the use of ICT.

4.4 All users are expected to act in a responsible, ethical and lawful manner with the understanding that school electronic and manual information may be accessible to the public under the Freedom of Information Act 2000. Users should uphold privacy and confidentiality in accordance with the Data Protection Act 1998. Care must also be taken not to breach another person's copyright, trademark or design, and not to publish any defamatory content.

4.5 Staff who have been given the use of a school laptop will be expected to sign for its use on receipt. Staff may use school equipment for authorised school use only, except as allowed for in paragraph of 5.1 below.

4.6 Staff must follow authorised procedures when taking a digital camera, camcorder or mobile phone offsite.

4.7 No one may use ICT resources in violation of license agreements, copyrights, contracts or national laws, or the Standing Orders, policies, rules or regulations of Elmsett Primary School or Suffolk County Council.

4.8 Users are required to protect their password and not share their account details with others for their use, nor utilise another user's account or misrepresent their identity for any reason. Users must not under any circumstances reveal their password to anyone else.

4.9 No user shall access (e.g. read, write, modify, delete, copy, move) another user's personal electronic documents (including e-mail) without the owner's permission or as allowed by this policy or by law.

4.10 Users must not load or download software on any device without the authorisation of the Headteacher. The school technician will perform any agreed downloads onto the network. Staff are not permitted to download an alternative internet browser onto their laptop or the school network as this can damage the network and the repair work by our technician is costly to the school. Periodic audits of software held on ICT equipment will be undertaken.

4.11 Users must take care to store sensitive information, e.g. pupil data, safely to keep it password protected, on all school systems, including laptops.

4.12 Network connected devices must have school approved anti-virus software installed and activated. Users may not turn off anti-virus software. All users of ICT resources have the responsibility to take precautions to prevent the initial occurrence and subsequent spreading of a computer virus. No one may knowingly create, install, run, or distribute any malicious code (e.g. viruses, Trojans, worms) or another destructive program on any ICT resource.

4.13 No one may knowingly or willingly interfere with the security mechanisms or integrity of ICT resources. No one may use ICT resources to attempt unauthorised use, or interfere with the legitimate use by authorised users, of other computers on internal or external networks. Access to networks will be monitored.

4.14 Within the terms of the Data Protection Act 1998, Human Rights Act 1998 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Suffolk County Council or Elmsett Primary School may record or inspect any information transmitted through or stored in its computers, including e-mail communications and individual login sessions, without notice when:

There is reasonable cause to believe the user has violated or is violating this policy, any guidelines or procedures established to implement this policy

An account appears to be engaged in unusual or unusually excessive activity

It is necessary to do so to protect the integrity, security, or functionality of ICT resources or to protect the County Council or its partners from liability

Establishing the existence of facts relevant to the school

Ascertaining or demonstrating standards which ought to be achieved by those using the ICT facilities

Preventing or detecting crime

Investigating or detecting unauthorised use of ICT facilities

Ensuring effective operation of ICT facilities

Determining if communications are relevant to the business (for example, in the last resort where an employee is off sick or on holiday and school continuity is threatened)

It is otherwise permitted or required by law

4.15 Do not send private, sensitive or confidential information by unencrypted e-mail - particularly to an external recipient - if accidental disclosure could lead to significant harm or embarrassment. Anonymise personal data where possible e.g. by using initials. Use passwords on sensitive documents that must be sent to external recipients.

4.16 Websites must not be created on school equipment without the written permission of the Headteacher.

4.17 No one may use ICT resources to transmit abusive, threatening, or harassing material, chain letters, spam, or communications prohibited by law. No one may abuse the policies of any newsgroups, mailing lists, and other public forums through which they participate from a school account.

4.18 The following content should not be created or accessed on ICT equipment at any time:

Pornography and "top-shelf" adult content

Material that gratuitously displays images of violence, injury or death

Material that is likely to lead to the harassment of others

Material that promotes intolerance and discrimination on grounds of race, sex, disability, sexual orientation, religion or age

Material relating to criminal activity, for example buying and selling illegal drugs

Material relating to any other unlawful activity e.g. breach of copyright

Material that may generate security risks and encourage computer misuse

(see also 5.2)

4.19 It is possible to access or be directed to unacceptable Internet sites by accident. These can be embarrassing and such sites can be difficult to get out of. If staff have accessed unacceptable content or are in receipt of unacceptable material via e-mail, they should inform the Headteacher. This may avoid problems later should monitoring systems be alerted to the content.

## **5. PERSONAL USE AND PRIVACY**

5.1 In the course of normal operations, ICT resources are to be used for school purposes only. The school permits limited personal use of ICT facilities by authorised users subject to the following limitations:

Personal use must be in the user's own time and must not impact upon work efficiency or costs

The level of use must be reasonable and not detrimental to the main purpose for which the facilities are provided

Personal use must not be of a commercial or profit-making nature

Personal use must not be of a nature that competes with the business of the school or conflicts with an employee's obligations

5.2 Personal use of the Internet must not involve attempting to access the categories of content described in section 4.18 that is normally automatically blocked by web filtering software.

## **6. MOBILE PHONE COMMUNICATION AND INSTANT MESSAGING**

6.1 Staff must never give their home telephone number or their mobile phone number to pupils. Mobile phone communication should be used sparingly and only when deemed necessary.

6.2 Photographs and videos of pupils must never be taken with mobile phones.

6.3 Staff must never make use of any pupil's mobile phone number either to make or receive a phone call or to send to or receive from a pupil a text message.

6.4 Staff should only communicate electronically with pupils from school accounts on approved school business, e.g. homework.

6.5 Staff must not enter into instant messaging communications with pupils.

6.6 Children are not permitted to bring a mobile phone into school.

6.7 Contractors have to sign a copy of our 'Guidelines for Contractors' which clearly state that no photos can be taken of children and all mobile phones must be handed in to the School Office on arrival and will be returned at the end of each school day. All visitors including adult helpers should be asked by the Office if they are carrying a mobile phone and to leave it at the School Office throughout their visit.