

The Grove School

ICT Acceptable Use Agreement- Policy and Guidance on School Staff use of ICT and Communications Systems

Date of Ratification:	<i>July 2016</i>	Signed: Mrs Penny Derries (HEAD TEACHER) Mr Robert Curry (CHAIR OF GOVERNORS)
Review date:		Signed: Mrs Penny Derries (HEAD TEACHER) Mr Robert Curry (CHAIR OF GOVERNORS)
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Safeguarding Statement

At The Grove School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at The Grove School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

POLICY STATEMENT

The Governing Body at The Grove School recognises the use of its ICT and communications facilities as an important resource for teaching, learning and personal development and as an essential aid to business efficiency. It actively encourages staff to take full advantage of the potential for ICT and communications systems to enhance development in all areas of the curriculum and school administration. It is also recognised by the Governing Body that along with these benefits there are also responsibilities, especially for ensuring that children are protected from contact with inappropriate material.

In addition to their normal access to the school's ICT and communications systems for work-related purposes, the Governing Body permits staff limited reasonable personal use of ICT equipment and e-mail and internet facilities during their own time subject to such use:

1. not depriving pupils of the use of the equipment and/or
2. not interfering with the proper performance of the staff member's duties

Whilst the school's ICT systems may be used for both work-related and for sole personal use, the Governing Body expects use of this equipment for any purpose to be appropriate, courteous and consistent with the expectations of the Governing Body at all times.

This policy document is issued to all staff before they are provided with laptops, tablets, cameras, USB / portable hard drive devices, mobile phones and passwords giving access to the ICT network.

Policy coverage

This policy covers the use by staff of all school-owned ICT and communications equipment, examples of which include:

- Laptops, tablets and personal computers;
- ICT network facilities;
- Personal digital organisers and handheld devices;
- Mobile phones and phone/computing hybrid devices;
- USB keys and other physical and on-line storage devices;
- Image data capture and storage devices including cameras, camera phones and video equipment.

This list is not exhaustive.

The policy covers the use of all ICT and communications equipment provided for work purposes and equipment which is on loan to staff by the school for their sole personal use.

The use of The Grove School ICT and Communications Facilities

Use of School ICT Equipment

Staff who use the school's ICT and communications systems:

- Must use it responsibly;
- Must keep it safe;
- Must not share and treat as confidential any passwords provided to allow access to ICT equipment and/or beyond firewall protection boundaries;
- Must report any known breach of password confidentiality to Mrs Elizabeth Brown (Head Teacher) or nominated ICT Co-ordinator as soon as possible;
- Must report known breaches of this policy, including any inappropriate images or other material which may be discovered on the school's ICT systems;
- Must report to the Mrs Elizabeth Brown (Head Teacher). any vulnerabilities affecting child protection/ safeguarding in the school's ICT and communications systems;
- Must not install software on the school's equipment, including freeware and shareware, unless authorised to do so by the school's ICT Co-ordinator;
- Must comply with any ICT security procedures governing the use of systems in the school, including anti-virus measures;
- Must ensure that it is used in compliance with this policy.

Any equipment provided to a member of staff is provided for their sole personal use. Use of the equipment by family or friends is **not** permitted and any misuse of the equipment by unauthorised users will be the responsibility of the staff member.

Whilst it is not possible to cover all eventualities, the following information is published to guide staff on the expectations of the Governing Body. Any breaches of this policy or operation of the school's equipment outside statutory legal compliance may be grounds for disciplinary action being taken.

E-mail and Internet and Communications systems usage

The following use of the school's ICT system is strictly prohibited and may amount to gross misconduct. (This could result in dismissal):

1. To make, to gain access to, or for the publication and distribution of inappropriate sexual material, including text and/or images, or other material that would tend to deprave or corrupt those likely to read or see it;
2. To make, to gain access to, and/or for the publication and distribution of material promoting homophobia or racial or religious hatred;
3. For the purpose of bullying or harassment, or in connection with discrimination or denigration on the grounds of gender, race, religious, disability, age or sexual orientation;
4. For the publication and/or distribution of libellous statements or material which defames or degrades others;
5. For the publication of material that defames, denigrates or brings into disrepute the school and/or its staff and pupils;
6. For the publication and distribution of personal data without authorisation, consent or justification;
7. Where the content of the e-mail correspondence is unlawful or in pursuance of an unlawful activity, including unlawful discrimination;
8. To participate in on-line gambling;
9. Where the use infringes copyright law;
10. To gain unauthorised access to internal or external computer systems (commonly known as hacking);
11. To create or deliberately distribute ICT or communications systems "malware", including viruses, worms, etc;
12. To record or monitor telephone or e-mail communications without the express approval of the Governing Body (or the Chair of Governors). In no case will such recording or monitoring be permitted unless it has been established for that such action is in full compliance with all relevant legislation and regulations. (***Regulation of Investigatory Powers Act 2000- "Ancillary to their provision of ICT facilities the Governing Body asserts the employer's right to monitor and inspect the use by staff of any computer (including e-mails) or telephonic communications systems and will do so where there are grounds for suspecting that such facilities are being, or may have been, misused."***)
13. To enable or assist others to breach the governors' expectations as set out in this policy.

Additionally, the following uses of school ICT facilities are not permitted and could lead to

disciplinary action being taken:

1. For participation in “chain” e-mail correspondence (including forwarding hoax virus warnings);
2. In pursuance of personal business or financial interests, or political activities (excluding the legitimate activities of recognised trade unions);
3. To access ICT facilities by using another person’s password, or to post anonymous messages or forge e-mail messages using another person's identity.

Note: The above restrictions apply to the use of phones, e-mails, text messaging, internet chat rooms, blogs, and personal websites (including personal entries on social networks e.g. MySpace, Facebook, Twitter etc).

Policy and Guidance on The Grove School use of ICT and Communications Systems

PART 1: to be retained by staff member

This declaration refers to the Governing Body’s policy and guidance on the use of the school’s ICT and communications systems and confirms that you have been provided with a copy and that you have agreed to follow it.

All employees, supply agency staff and, where appropriate, consultants, multi-agency staff, visitors, contractors, students and volunteers working in school are required to familiarise themselves with the contents of the policy on the use of ICT systems and sign the following declaration.

Declaration

You should sign two copies of this document; this copy to be retained by you. The second copy is to be detached and will be placed in your personnel file.

I confirm that I have been provided with a copy of the school’s policy and guidelines on the use of the school’s ICT and communications systems and I agree to the terms and conditions specified therein. I confirm that I am aware that all my electronic communications including emails and website searches may be monitored by the school and that this applies if I am working from home on school equipment or networks.

Signed: Name:

Date:

Policy and Guidance on The Grove School use of ICT and Communications Systems

PART 2: to be detached and placed on the employee's file

This declaration refers to the Governing Body's policy and guidance on the use of the school's ICT and communications systems and confirms that you have been provided with a copy and that you have agreed to follow it.

All employees, supply agency staff and, where appropriate, consultants, multi-agency staff, visitors, contractors, students and volunteers working in school are required to familiarise themselves with the contents of the policy on the use of ICT systems and sign the following declaration.

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Signed:..... Name:

Date:.....