John Perry Primary School



Acceptable Use Policy

Last reviewed on: November 2024

Next review due by: November 2025

JOHN PERRY PRIMARY SCHOOL

Acceptable Use Policy: For all staff, governors and external contractors accessing the school network on-site or remotely.

Introduction

The school makes a range of digital technologies available to staff for use in connection with their employment by the school, and for use in connection with professional activities that arise from their employment by the school.

Staff should not use the digital technologies provided by the school for activities that are illegal, or, for other reasons, incompatible with their professional role.

Detailed provisions

This acceptable use policy covers staff use of digital technologies in school: i.e. email, Internet, intranet and network resources, Learning Gateway, software, equipment and systems.

As a member of staff, I agree that:

- I will only use the school's digital technology resources and systems for school and Professional purposes;
- I will use the school email and telephone systems for school business only; I will not use a private email or telephone to conduct school business, unless instructed by the Headteacher;
- I will not use the school's digital technologies for personal uses such as buying and selling;
- I will not browse, download or send material that could be considered pornographic, obscene or offensive;
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact;
- I will keep private my login/password(s) for school digital technologies, and will not allow any other person to use my login/password(s)to access the school's digital technologies;

- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems;
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed;
- I understand that all Internet usage / network usage and telephone usage can be logged and this information could be made available to my manager on request;
- I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols;
- I will not connect a computer (or similar device) to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus system;
- I will not connect a USB flash drive (or similar device) to the school network if it has been used on a home computer without up-to-date anti-virus software;
- I will not use personal digital cameras or camera phones for transferring images of pupils or staff. Images will only be taken and used in accordance with the school's policy;
- I will use the school's Learning Gateway site in accordance with school and Borough advice;
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not in conflict with my professional role;
- I will not engage in any online activity that may compromise my professional responsibilities;
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any 'significant personal use' that would deem the device a benefit.
- I will ensure any confidential data that I wish to transport from one location to another is protected (password or encryption) and that I follow school data security protocols when using any such data at any location.
- I understand that data protection law requires that any personal information (e.g. staff or pupil records) will be kept private and confidential, and will only be used for the purpose for which it was collected / created. I will only share information with external organisations when authorised by the Head teacher or designated member of staff. I will take every reasonable step to avoid accidental disclosure of confidential information (for example, by keeping my login/password(s) private);
- I will ensure I am aware of safeguarding approaches relevant to the use of digital media and will ensure they are embedded in my classroom practice;
- I will only use LA systems in accordance with any council policies;
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

Data protection notice

- All emails sent using the Learning Gateway are logged and stored according to the following policies:
- Traffic data (from address, to address, subject line and routing information) is recorded for all emails and will be held for a period of 8 weeks;
- Full message content will be recorded in the event of a message being held on the system.
- Traffic data is held for the purposes of investigating technical faults with the email system and reported breaches of the Acceptable Use Policy.
- Full message content is held in order to investigate why an email has not been delivered automatically. This may be because the message:

  is suspected of being SPAM; is suspected of failing to comply with the acceptable use policy; was subject to a technical failure.

  These emails may be examined by system administrators as they work to resolve the problem. Once an email has been released the full message content will be deleted. Any message suspected of failing to comply with the acceptable use policy will be reported to the Headteacher, governing body or line manager.

- Access to other staff users' mailboxes will only be granted in the following circumstances:

  by the users themselves using Outlook; on receipt of a request form signed by the Headteacher/chair of governors. Access to other users' mailboxes risks breaching the data protection act and the users' right to privacy; therefore, a detailed log of how and when such access is granted is kept.

  Any monitoring will be carried out in accordance with audited, controlled external processes, the UK data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

This policy must be read in conjunction with:

- Malicious Communications Act 1988
  https://www.legislation.gov.uk/ukpga/1988/27/section/1
- Communications Act 2003
  https://www.legislation.gov.uk/ukpga/2003/21/contents
- Sexual Offences Act 2003
  https://www.legislation.gov.uk/ukpga/2003/42/contents
- Computer Misuse Act 1990

  http://www.legislation.gov.uk/ukpga/1990/18/pdfs/ukpga_19900018_en.pdf

- Data Protection Act 2018
  https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted

Social Media

- I must maintain my professionalism at all times when using personal social media and not bring the school or my profession into disrepute by posting unsuitable comments or media when using these sites.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will only use authorised school social media accounts to pupils or parents.

It is your responsibility to report suspected breaches of security policy without delay to the ICT Lead/Infrastructure Manager, Deputy Headteacher or Headteacher.
All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with John Perry Primary disciplinary procedures.

User signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy.

I agree to abide by the school's most recent Acceptable Use Policy.

I wish to have an email account; a Learning Gateway login; be connected to the Intranet & Internet; and be able to use the school's ICT resources and systems.

Name: _____

Signature: _____

Date: _____

Role: _____