

Saint Edward's Catholic Academy

Policy for Acceptable IT Use by Staff, Directors and Visitors

True Mind, True Heart, True Spirit

Aims of the Policy

This policy aims to protect the staff, Directors, visitors and the Academy in ensuring they use IT in an acceptable manner. The computer system and digital technologies owned by the Academy are made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

Who is covered by the Policy?

Any member of staff employed by the Academy, any Director or visitor is covered by this policy.

Equipment covered by the Policy

All ICT equipment is covered by this policy (i.e. administration PCs, staff laptops, children's laptops, iPads, software and other digital equipment).

Software Licensing and Installation

Only software purchased by the Academy may be used and installed on Academy equipment. The ICT Coordinator/ICT Technician must be informed of any new software purchases so that they can be recorded for audit purposes.

Personal / Private Use

Staff, Directors and visitors should only use Academy owned equipment for Academy work including laptops, iPads and portable USB devices. Personal equipment must not be used. Any equipment taken from Academy premises should be accessed only by password. Any pupil information, where a child / children are named or identifiable must be stored on encrypted USB drives. Such equipment must be securely stored when not in use, eg laptops locked in drawers or secure offices, locked premises and not left visible in cars or at home. All staff must only use Academy ICT resources and the internet to further curriculum, professional and managerial responsibilities or other uses that are sanctioned by the Head teacher, Senior Leadership Team or Directors. This **includes** laptops allocated to individual teachers even when used at home.

The Academy forbids the use of digital technology/Internet use for personal financial gain, gambling, political purposes, advertising or for any other purpose than that prescribed by the Academy is forbidden. Posting anonymous messages and forwarding chain letters is forbidden. The transfer of any digitally recorded data, irrespective of the form, mechanism or media, to or from the Academy is prohibited except where, in the case of students, permission is given by the teacher and, in the case of staff, permission is given by the head teacher or Directors.

Network Access Procedures

Access should only be made via the authorized account and password, which should not be made available to any other person. Staff must use their year group passwords to access the network. The security of the ICT system must not be compromised and responsible use of storage media (i.e. Portable USB Drives) is required. All staff should virus check removable storage media (e.g. Portable USB Drives) prior to accessing files stored on them, when in Academy. This can be done on laptops on which appropriate antivirus software is installed. Should staff be concerned that they have an issue with a virus on either a Academy machine or

a home machine that has been used to create files for work, they should inform the ICT Technician, so that virus checks can be made.

Activity that threatens, or attempts to threaten, the integrity of the Academy ICT systems is forbidden. Activity that attacks, or attempts to attack, or corrupts, or attempts to corrupt, any other system, irrespective of ownership or location, is forbidden.

Password Controls

Internet access should only be made via the authorised account and password. (In case of difficulty please advise the ICT Technician.)

Data Protection and other Legislation

Videos and photographs will only be taken /used with parental permission. (Teachers may check this with the Academy office if necessary). Copyright of materials and intellectual property rights must be respected.

Use of E-mail and Internet

Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Staff should use **only** their allocated Academy e-mail for Academy related matters whilst using the Academy system. The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded. Confidential information should not be e-mailed. All staff should recognise their duty to protect the safety of pupils in the use of the Internet and encourage the children in such safe working methods.

Staff, Directors and visitors must not deliberately upload any material that could upset or offend any member of the Academy community and ensure that online activity will not bring their professional role into disrepute.

Staff, Directors and visitors must not divulge the own personal details such as mobile phone number and personal email addresses to pupils.

Monitoring of IT Use

The Academy reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited. Any photographs taken or videos made may be viewed to ensure content.

Members of staff are reminded that they should not deliberately seek out inappropriate / offensive materials on the Internet and that they are subject to the Academy's disciplinary procedures should they do so. Any misuse of the computers or any other ICT equipment should be reported to a member of the Leadership Team and then the ICT coordinator immediately. Anyone found mis-using the equipment may be banned from using it for a period of time.

I understand this forms part of the terms and conditions under which I am employed, be it in a salaried or voluntary capacity.

I agree to follow this Policy for Acceptable use of ICT and support the safe use of ICT throughout the Academy.

Signed _____ Date _____

Print name _____