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APRIL 2023

ICT ACCEPTABLE USE POLICY (STAFF)

DATE APPROVED BY THE GOVERNING BODY	April 2023
SIGNATURE OF CHAIR OF GOVERNING BODY	Mrs. C Owen
SIGNATURE OF ACADEMY PRINCIPAL	Mr A McMillan
NEXT REVIEW DATE	April 2024

PADGATE ACADEMY

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INTRODUCTION AND GENERAL PRINCIPLES

This policy covers the use of digital and cloud technologies in all academies within the Trust: i.e., email, Internet, intranet and network resources, learning platform, software, equipment and systems. The policy applies to all staff and has been drawn up to protect all parties. All systems and equipment are owned by Padgate Academy and may be used by staff to enhance their professional activities including teaching, research, administration and management. This may take place within or outside of academies and will not be limited to the school day.

Staff will be required to sign statements confirming agreement to and understanding of the requirements of this policy. (See Appendices 1 and 2)

This policy should be read on conjunction with the Trust's e-Safety policy, Data Protection Policy, Social Media Policy and laptop agreement (where applicable).

Data Protection Act Policy 2018 Policy (UK GDPR)

Padgate Academy is committed to a policy of protecting the rights and privacy of individuals including Staff and Students in accordance with the TCAT GDPR General Public Statement.

ACCEPTABLE USE BY STAFF

- Trust computer and Internet use must be appropriate to staff professional activity.
- Access should only be made via the authorised account and password, which must not be given to any other person.
- If a password is compromised, the user must ensure that it is changed.
- Users must not use anyone else's password. If it is revealed, they must advise the colleague to change it.
- Users must not allow unauthorised individuals to access email / Internet / intranet / network, or other Trust systems
- Users are responsible for all E-mail sent and for contacts made that may result in E- mail being received.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property. Please see Padgate Email guidance for more information
- Only approved Trust email, or other Trust approved communication systems must be used with students or parents/carers, and communication must only relate to appropriate academy business. (This may include appropriate access to professional association websites and other legitimate business)

- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright and intellectual property rights must be respected.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- The Trust ICT systems may not be used for private purposes, unless the Principal has given permission for that use.
- Use of the network to access inappropriate materials such as pornographic, racist or illegal material is forbidden; There may be circumstances where access to some material is necessary to inform teaching and learning, in these circumstances prior written permission to use such material should be obtained from the Principal.
- Internet filtering is in place to stop illicit/adult or illegal content and cannot be overridden.
- The security of Trust ICT systems must not be compromised, whether through devices owned by the Trust or by other organisations or individuals.
- Accidental access to, or receipt of inappropriate materials, or a filtering breach must be reported to the appropriate line manager.
- Users must not download any software or resources from the Internet that can compromise the Trust network or are not adequately licensed.
- Computers, laptops or other devices (including USB flash drives) must not be connected to the network / Internet that do not have up-to-date anti-virus software, and 'loaned' equipment must be kept up to date, using the Trust's recommended anti-virus, firewall and other ICT 'defence' systems.
- Personal digital cameras or camera phones must not be used for taking and transferring images of students or staff without permission of parent/carer and or individual, equally images must not be stored without permission of parent/carer or individual.
- Staff must ensure that any private social networking sites / blogs etc. created or actively contributed to are not confused with their professional role.
- Staff must agree and accept that any computer or laptop loaned by the Trust, is provided solely to support professional responsibilities and that staff must notify their academy of any "significant personal use" as defined by HM Revenue & Customs.
- Teaching staff must embed the Trust's e-safety curriculum into their teaching.
- Staff must only use ICT systems in accordance with any corporate policies.
- All Internet usage / and network usage can be logged, and this information could be made available to a manager on request.
- Failure to comply with this agreement could lead to disciplinary action.

DATA PROTECTION

Staff must ensure that any confidential data transported from one location to another is protected by encryption and that Trust data security protocols are followed when using any such data at any location.

Staff must ensure that any information seen by them with regard to staff or student information, held within the Trust's information management system, is kept private and confidential, EXCEPT when it is deemed necessary that they are required by law to disclose such information to an appropriate authority.

All users must ensure that all documents, data etc., are saved, accessed and deleted in accordance with the Trust's network and data security and confidentiality protocols

LAPTOP USE

The member of staff is responsible for the security of an issued laptop at all times, and for the security of data accessed through this device.

Laptops must not be left unattended & logged on to the network as unauthorised persons could gain access to personal information of students / staff / carers.

Information relating to an individual to a third party must not be divulged.

Laptops must always be locked whenever left unattended and not left in vehicles on display or overnight.

All data must be saved to a network drive. Data saved to C: drive is at the users' own risk. ~~Staff must not save files to the desktop, as they are not backed up and will slow down log in times.~~ Staff members will be required to sign a Lap top agreement (see Appendix 3)

MONITORING, EVALUATION AND REVIEW

The Trust ICT / Communications team may exercise its right by electronic means to monitor the use of the Trust's computer systems, including the monitoring of websites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the Trust's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

The Board will review this policy at least every two years and assess its implementation and effectiveness through the Chief Operating Officer. The policy will be promoted and implemented throughout the Trust.

School Laptop Agreement

Staff must be aware that their activities may be monitored and the work they produce in the course of their employment during school time using school equipment is the intellectual property and copyright of Padgate Academy. In particular staff should note that the school network enables ICT staff to view individual computer screens remotely, to view records of internet sites visited and view emails (via the permission of the Headteacher). This may be necessary in the event of prolonged staff absence, or if there is reason to believe that communications are illegal or contrary to good professional practice. However, none of these will be undertaken in respect of school staff without the specific authorisation of the Principal.

It has been agreed that a laptop computer will be loaned to you while you remain employed at Padgate Academy. While the laptop is in your care, the following items should be noted:

- The laptop remains the property of Padgate Academy and is specifically for the use of the member of staff it is issued to. If loaned to another member of staff, the laptop remains the responsibility of the named member of staff
- Training in the use of the laptop and how to access the curriculum network, internet and email will be provided by IT Support Staff upon request. TCAT and academy policies regarding appropriate use, data protection and its policies, computer misuse and hand safety must be adhered to by all users of the laptop
- Should any faults occur, the academy IT Support Staff must be advised immediately so that they may undertake any necessary repairs. Under no circumstances should staff attempt to fix suspected hardware faults
- Anti-virus software is installed and will be updated automatically. IT Support Staff will advise routines and will schedule this operation in the event of an issue
- Only software licensed by the school, authorised by the Academy Network Manager and installed by Network Support Staff may be used. The use of unauthorised software is forbidden
- All data may be wiped off the laptop at any time for maintenance purposes and therefore data should not be stored on the hard drive of individual laptops: such information should normally be confined to a secure file server located in a secure place away from open access. Documents need to be stored in "OneDrive/My Documents" and via approved Cloud technologies such as Microsoft

- I agree to the use the staff laptop in accordance with the Staff Acceptable Use Policy both in academy and at home. I have read and signed the Staff Acceptable Use Policy
- In receipt of the laptop I agree to undertake further training on the use of ICT and the care and use of the laptop
- I agree to keep the laptop in good condition, this means that I accept that I must look
  after my laptop, cleaning it and reporting any damage even if it's minor to ICT Support. I must keep this in good enough condition to pass onto another member of staff at any point.
- I agree to working with other teachers to develop the impact of ICT on teaching and learning in the school
- I agree that if my laptop is broken we do not have many spares of laptops and I may have to be given a older device to use and repair costs of my laptop might be picked up through my departmental budget
- I agree that the laptop is for my use and I will not loan it to anyone other than another named teacher in the school
- I agree to ensure the security of the laptop at all times
- I will store the laptop in its correct case supplied to me or my own case which is of suitable quaility
- I understand that my laptop will be encrypted using Bitlocker
- I understand I cannot use USB Devices in the laptop for Data purposes
- I agree to not leave my laptop "unlocked" when not in use
- I agree to abide by the rules of the school's Data Protection Policy
- I agree that only software licensed by the school, authorised by the Network Manager and installed by ICT staff may be used
- The laptop may be made available for routine maintenance on request by the IT Support Staff
- I agree to return the laptop to the school should I cease to be employed by Padgate Academy
- I agree that copying DVDs and CDs is a breach of copyright law. Under no circumstances can users copy or replicate a DVD or CD using the school's laptop. This includes all Compact Disc software packages, music CDs and DVD formats including movies

- The school will require your laptop to be returned if you are absent through long term illness or prior to taking maternity leave. The laptop should be returned before maternity leave to the Network Support Staff. In the event of long term sickness, the laptop will be returned to the school as soon as is possible by the owner
- ICT Equipment that is broken/no longer fit for purpose or no longer required must be passed to the ICT Support department for repurposing or disposal, you must not sell or donate any academy equipment to other members at Padgate

Staff will be expected to sign for this agreement electronically on academy systems and a record kept of their acceptance to abide to this policy.

Laptop Make: _____

Laptop Model: _____

Serial Number: _____