



Acceptable use of technology (staff)

Alwyn Infant School and Courthouse Junior School

Owned by:	Nick Hart	Date: January 2022
Last reviewed on:	October 2020	
Next review due by:	January 2024	

Introduction

ICT in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at Alwyn Infant School and Courthouse Junior School are aware of the acceptable and unacceptable responsibilities.

Acceptable use:

- All Staff, governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff, governors and visitors understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No staff, governors or visitors will disclose any passwords provided to them by the school.
- All staff, governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, governors and visitors will not install any hardware or software on any school owned device without the Executive Headteacher's permission.
- All staff, governors and visitors understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an E-safety incident should occur, staff will report it to the Designated Safeguarding Lead as soon as possible.
- All staff, governors and visitors will only use the school's email / internet / school server etc and any related technologies for uses permitted by the Executive Headteacher or Governing Board. If anyone is unsure about an intended use, they should speak to the Executive Headteacher beforehand.
- All staff, governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Executive Headteacher or Governing Board.
- Personal devices must only be used in the context of school business with the explicit permission of the Executive Headteacher. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business.
- All staff, governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, governors and visitors will only use the approved email system for school business.
- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use.
- Each school has cloud based storage available. Memory sticks should be password protected or encrypted if they are needed.
- All staff, governors and visitors will make every effort to comply with copyright and intellectual property rights.
- All staff, governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Designated Safeguarding Lead in line with our school's Safeguarding and Child Protection Policy.

Unacceptable use

- Allow anyone else to use their allocated personal user ID and password on any school IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to IT systems or information.
- Attempt to access data that you are not authorised to use or access.
- Connect any non-authorised device to the network or IT systems.
- Store data on any non-authorised equipment.
- Give or transfer data or software to any external person or organisation without the authority of the school.

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which is considered offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Place any information on the Internet that relates to the school, alter any information about it, or express any opinion about unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Remove or disable anti-virus software.

This policy is linked to our Data Protection policy.

I acknowledge I have received a copy of the acceptable use of technology policy

Full Name _____

Signature _____

Date _____