St Louise's Comprehensive College

Acceptable Use of ICT Policy for Staff

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General Introduction
New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

Overview of Acceptable Use Policy for Staff

This Acceptable Use Policy is intended to ensure:
- ✓ that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- ✓ that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

As a school we will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement for Staff – Please read carefully

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to the safety and security of the ICT systems. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:
- ✓ I have read and understood the school e-safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
- ✓ I understand that if I wish to use social networking for educational purposes eg. Twitter, Facebook etc. then permission must be sought through the E-Learning Co-ordinator.

- ✓ I understand that the rules set out in this agreement also apply to use of school ICT systems
- ✓ I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, PDAs, digital cameras, email and social media sites, laptops, VLE both in and out of school;
- ✓ I understand that the school ICT systems are intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school to include:
  - E-Learning Policy linked to Classroom Practice and Pupil Experience
  - Acceptable Use of ICT Policy for Staff
  - Acceptable Use of ICT Policy for Pupils
  - E-Safety Policy
- ✓ I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password;
- ✓ I will use a 'strong' password (A strong password has numbers, letters, and symbols with eight or more characters, does not contain a dictionary word and is only used on one system) and
- ✓ I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:
- ✓ I will not access, copy, remove or otherwise alter any other user's files, without their express permission. Where a member of support staff is absent and access is required permission must be sought from the Principal. At non-term time, where a member of staff is absent, the most senior member of staff in post is required to contact the Principal. In the absence of being able to contact the Principal the most senior member of staff in post, is required to email both the Principal and the user in question to advise of any access needed in order to meet the needs of the College and the specific reason for doing so. Access to email accounts will only be granted if there is a clear purpose for doing so. A copy of all emails accessed will be filed and available for both the Principal and the user. These will be retained by the most Senior Member of Staff who has authorised the access.
- ✓ I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions, for example using Upper Case;
- ✓ I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images.
- ✓ I will not use my personal equipment to record these images. The acceptable use policy for photographs and images must be adhered to;

- ✓ I will not use chat and social networking sites to discuss school related issues that are confidential and compromise an individual's/school's reputation;
- ✓ I will only communicate with students/Pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner. I will only communicate with students through school C2K email and the use of the VLE; and
- ✓ I will not engage in any on-line activity that may compromise my professional responsibilities (See Appendix I for examples)

The school and C2K have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- ✓ When I use my personal hand held/external devices (PDAs/laptops/mobile phones/USB devices etc) for educational purposes in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment;
- ✓ I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses;
- ✓ I will not access an email account/address which I use on a personal basis on the school ICT systems during normal working hours (i.e. it is permissible to access such an account before school commences, break/lunch time, during non-contact time, after school).
- ✓ My electronic communications with pupils parents/carers and other professionals will take place via work approved communication channels such as a school provided email address or phone number.
- ✓ I will notify any user who contacts me on a personal basis via to change my contact details to my personal account from date of signature of this policy
- ✓ I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes;
- ✓ I will ensure that data saved on a portable device or on the local drive of my computer is regularly backed up
- ✓ I will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others;
- ✓ I will not use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials;
- ✓ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work;
- ✓ I will not install or attempt to install programmes or software, including browser toolbars, or hardware of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, without having sought and secured permission from the Principal, in consultation with the ICT Manager

- ✓ I will not knowingly disable or cause any damage to school equipment, or the equipment belonging to others;
- ✓ I understand that the data protection policy requires that any staff or student/pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary; and
- ✓ I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:
- ✓ I will ensure that I have permission to use the original work of others in my own work; and
- ✓ Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:
- ✓ I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school (all these pertain to the use of equipment for work purposes).
- ✓ I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a referral to the Principal and Board of Governors, which could result in a warning, a suspension, referral to the Board of Governors, involvement of the Employing Authority, dismissal, and in the event of illegal activities the involvement of the police (PSNI).

Actions of Users

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	child sexual abuse images
	promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation
	adult material that potentially breaches the Obscene Publications Act in the UK
	criminally racist material in UK
	pornography
	promotion of any kind of discrimination
	threatening behaviour, including promotion of physical violence or mental harm
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute

Using school systems to run a private business
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by C2K and / or the school
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)
Creating or propagating computer viruses or other harmful files
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
On-line gaming (educational)
On-line gaming (non educational)
On-line gambling
File sharing
Use of social networking sites – in instances where this may be used for educational purposes, permission must be sought from the Principal.