

Hartismere High School

POLICY DOCUMENT No FP6

ACCEPTABLE USE OF ICT AND MOBILE PHONE POLICY



DATE:	16 MARCH 2009
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Hartismere High School

Acceptable Use of ICT Policy

1. PURPOSE

The policy defines and describes the acceptable use of ICT (Information and Communications Technology) for Hartismere High School staff and students. Its purpose is to safeguard against computer and mobile phone misuse, to protect staff, students and the school from possible litigation, to minimise the risk to ICT systems and to minimise the risk to students from inappropriate or unwanted contact from others.

2. SCOPE

2.1 This policy deals with the use of ICT facilities in schools in Suffolk and applies to all school-based employees, students and other authorised users, e.g. contractors, volunteers etc.

2.2 Non school-based staff are subject to the County Council's ICT Acceptable Use Policy.

3. SCHOOL RESPONSIBILITIES

3.1 The Governing Body is responsible for ensuring that its employees act in a lawful manner, making appropriate use of school technologies for approved purposes only.

3.2 Systems have been implemented on school ICT systems to monitor computer use within classrooms and in open areas.

3.3 The Governing Body is responsible for adopting relevant policies and the Headteacher for ensuring that staff and students are aware of their contents.

3.4 The Headteacher is responsible for maintaining an inventory of ICT equipment and a list of school laptops and to whom they have been issued.

3.5 Where staff are concerned, if the Headteacher has reason to believe that any ICT equipment has been misused, he/she should consult the Area personnel Officer or Education Lead Officer at the Area Office for advice without delay. The area personnel officer will agree with the Headteacher and CSD's Policy and Compliance Manager an appropriate strategy for the investigation of the allegations. Incidents will be investigated in a timely manner in accordance with agreed procedures.

3.6 The Headteacher should make it clear that internal school staff should not carry out any investigations unless they are both qualified and authorised to do so.

3.7 Where students are concerned, if there is reason to believe that ICT equipment has been misused the matter should be dealt with in the first instance by the appropriate Head of Year. Depending on the severity of the misuse, the case should be escalated to the Headteacher through the relevant Deputy Head Teacher.

3.8 Access to School ICT equipment, e-mail services and the Internet will not be granted until a signed Acceptable Use of ICT and Mobile Phone Policy declaration is received and filed.

4 USER RESPONSIBILITIES

4.1 At Hartismere, there is a great deal of trust placed in our staff and students, however, staff found to be in breach of this policy may be disciplined in accordance with the usual disciplinary procedure. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Headteacher.

4.2 Students found to be in breach of this policy will be disciplined in accordance with the school's disciplinary procedure. In certain circumstances, breach of this policy may be considered gross breach of school discipline resulting in either temporary or permanent exclusion. Users must report all suspected breaches of this policy to a responsible member of staff.

4.3 Users and their managers are responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.

4.4 The Head of ICT is responsible for ensuring that adequate induction, training and support are given to students to ensure compliance with this policy.

4.5 By signing the Acceptable Use of ICT declaration or by the act of logging on to the school's ICT systems, users agree to abide by this **Acceptable Use Policy** and other policies that relate to the use of ICT.

4.6 All users are expected to act in a responsible, ethical and lawful manner with the understanding that school electronic and manual information may be accessible to the public under the Freedom of Information Act 2000. Users should uphold privacy and confidentiality in accordance with the Data Protection Act 1998. Care must also be taken not to breach another person's copyright, trademark or design, nor to publish any defamatory content.

4.7 Staff and students who have been given the use of a school laptop will be expected to sign for its use on receipt. Staff and students may use school equipment for authorised school business use only, except as allowed for under paragraph 5.1 **Personal Use and Privacy** section of this document.

4.8 No staff or students must relocate ICT equipment within school or take it offsite without the acknowledgement and knowledge of the ICT Manager and his/her team.

4.9 Additional conditions apply to the use of school laptop computers and these conditions are detailed in the **School Laptops: Conditions of Use**. There is a version for school staff and a version for students.

4.10 No one may use ICT resources in violation of license agreements, copyrights, contracts or national laws, or the Standing Orders, policies, rules or regulations of the school or the County Council. If in doubt see the ICT Systems Manager for assistance.

4.11 Users are required to protect their password and not share their account details with others for their use, nor utilise another users' account or misrepresent their identity for any reason. Users must not under any circumstances reveal their password to anyone else.

4.12 No user shall access (e.g., read, write, modify, delete, copy, move) another user's personal electronic documents (including email) without the owner's permission or as allowed by this policy or by law.

Appendix H

4.13 Users must not load or download software onto any computer without the authorisation of the ICT Network Manager. Periodic audits of software held on ICT equipment will be undertaken.

4.14 Users must take care to store sensitive information, e.g. pupil data, safely and to keep it password protected, (preferably encrypted,) on all school systems, including laptops and especially memory sticks/pen drives/CD ROMs.

4.15 Network connected devices must have school approved anti-virus software installed and activated. Users may not turn off anti-virus software on devices connected to the Hartismere Network. All users of ICT resources have the responsibility to take precautions to prevent the initial occurrence and subsequent spreading of a computer virus. No one shall knowingly create, install, run, or distribute any malicious code (e.g. viruses, Trojans, worms) or another destructive program on any ICT resource.

4.16 No one may knowingly or willingly interfere with the security mechanisms, network cabling, access points or the integrity of any ICT resources. No one may use ICT resources to attempt unauthorised use, or interfere with the legitimate use by authorised users, of other computers on internal or external networks. Access to networks will be monitored.

4.17 Within the terms of the Data Protection Act 1998, Human Rights Act 1998 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, the County Council or school may record or inspect any information transmitted through or stored in its computers, including e-mail communications and individual login sessions, without notice when:

- There is reasonable cause to believe the user has violated or is violating this policy, any guidelines or procedures established to implement this policy.
- An account appears to be engaged in unusual or unusually excessive activity.
- It is necessary to do so to protect the integrity, security, or functionality of ICT resources or to protect the County Council or its partners from liability.
- Establishing the existence of facts relevant to the school.
- Ascertaining or demonstrating standards which ought to be achieved by those using the ICT facilities
- Preventing or detecting crime.
- Investigating or detecting unauthorised use of ICT facilities.
- Ensuring effective operation of ICT facilities, determining if communications are relevant to the business (for example, in the last resort where an employee is off sick or on holiday and business continuity is threatened)
- It is otherwise permitted or required by law.

4.18 Staff should not send private, sensitive or confidential information by unencrypted email – particularly to an external recipient - if accidental disclosure could lead to significant harm or embarrassment. Personal data should be anonymised where possible e.g. by using initials. Sensitive documents that must be sent to external recipients should be password protected.

4.19 No one may use ICT resources to transmit abusive, threatening, or harassing material, chain letters, spam, or communications prohibited by law. No one may abuse the policies of any newsgroups, mailing lists, and other public forums through which they participate from a school account.

4.20 The following content should not be created or accessed on ICT equipment at any time:

- Pornography and "top-shelf" adult content
- Material that gratuitously displays images of violence, injury or death
- Material that is likely to lead to the bullying or harassment of others
- Material that promotes intolerance and/or discrimination on grounds of race, sex, disability, sexual orientation, religion or age
- Material relating to criminal activity, e.g. buying and selling illegal drugs
- Material relating to any other unlawful activity e.g. breach of copyright
- Material that may generate security risks and encourage computer misuse
- Social network sites that allow the creation of personal webspace or allow the storage of private and personal information, pictures and/or videos e.g. Bebo.com, YouTube.com etc., or could bring Hartismere High School into disrepute.
- Betting or on-line gambling sites (e.g. casinos, horse racing, bookies etc.)
- Students should not use any form on on-line purchasing.
- Any content that is deemed to be on a non-educational or non-business nature except where allowed under the **Personal Use and Privacy** section of this document.

4.21 In addition to the above, instant messaging services e.g. MSN, AOL Instant Messenger etc. and personal e-mail accounts e.g. Hotmail etc., must not be used for school business.

4.22 Staff should only communicate electronically with pupils from school accounts on approved school business, e.g. coursework.

4.23 Staff should not enter into instant messaging communications with pupils.

4.24 Staff must not use Hartismere e-mail accounts for anything other than business use.

4.25 At no time should staff or students directly or indirectly present their personal opinions as those of Hartismere High School.

4.26 It is possible to access or be directed to unacceptable Internet sites by accident. These can be embarrassing and such sites can be difficult to get out of. If staff or students have accessed unacceptable content or are in receipt of unacceptable material via email, they should inform the Headteacher. This may avoid problems later should monitoring systems be alerted to the content.

5 PERSONAL USE & PRIVACY

5.1 In the course of normal operations, ICT resources are to be used for business or curriculum purposes only. The school permits limited personal use of ICT facilities by authorised users subject to the following limitations:

- Personal use must be in the user's own time and must not impact upon work efficiency or costs.
- The level of use must be reasonable and not detrimental to the main purpose for which the facilities are provided.
- Personal use must not be of a commercial or profit-making nature.
- Personal use must not be of a nature that competes with the business of the school or conflicts with an employee's or student's obligations.
- Computer games must not be installed, downloaded from the internet or stored in any form on school ICT equipment.
- Music files and video content (e.g. MP3, WMV, MPEG etc.) must not be downloaded, stored or used on school ICT equipment unless specifically allowed in this policy document and the appropriate copyright protocols have been adhered to.

5.2 Personal use of the Internet must not involve attempting to access the categories of content described in the **User Responsibilities** section above, regardless of whether it is normally automatically blocked by web filtering software or not.

6 MOBILE PHONE COMMUNICATION AND INSTANT MESSAGING

6.1 Staff are advised not to give their home telephone number or their mobile phone number to pupils. Mobile phone communication should be used sparingly and only when deemed necessary.

6.2 Staff are advised not to make use of pupils' mobile phone numbers either to make or receive phone calls or to send to or receive from pupils text messages other than for approved school business.

6.3 If mobile phone voice or text communication is established with a student because of educational necessity, the following guidelines must be followed:

- The staff member's line manager must be informed in writing in advance.
- Student's parents or guardians must be informed in writing in advance.

6.4 Photographs and videos of pupils should not be taken with mobile phones.

6.4 Photographs and videos of staff should not be taken with mobile phones.

6.5 Staff should only communicate electronically with pupils from school accounts on approved school business, e.g. coursework.

6.6 Staff should not enter into instant messaging communications with pupils.

7 IMPORTANT LEGAL NOTICE

7.1 The provision of internet and e-mail facilities to staff and students is entirely at Hartismere High School's discretion and may be withdrawn or suspended without notice. Hartismere High School shall not be liable for any claims or losses of any nature arising from the inappropriate use of ICT equipment or misuse of the internet or e-mail services (except by the extent required by law).