

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Staff ICT Acceptable Use Policy



As a professional organisation with responsibility for children's safeguarding it is important that all staff within BAF take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use BAF's computer system in a professional, lawful, and ethical manner.

To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and BAF systems, they are asked to read and sign this BAF Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with BAF's ethos, other appropriate policies and the Law.

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.

School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

I understand that any hardware and software provided by BAF for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. Equipment provided by BAF is only to be used by employees and not by members of their family.

I will respect system security and I will not disclose any password or security information to anyone. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 6 or more characters and is only used on one system).

I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the Senior Leadership Team (SLT).

I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any data which is being removed from the school

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site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent. If I am given an encrypted device to safely transport data off site, I will not leave it in an unencrypted state.

I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and encrypted. Where possible I will use the School Learning Platform to upload any work documents and files. I will protect the devices in my care from unapproved access or theft.

I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
I will respect copyright and intellectual property rights.

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 will report all incidents of concern regarding children's online safety to SLT as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the e-Safety Coordinator.

I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the ICT Support as soon as possible. I will not store any data belonging to BAF or any personal data relating to students on any device not owned and managed by BAF. E.g.: Spreadsheets of student data on personal USB disks. These should only be stored on an encrypted laptop or an approved encrypted portable storage device provided by BAF.

My electronic communications with pupils, parents/ carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team.

My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with BAF and the Law.

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I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.

I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with SLT. If I am unsure about any of the points raised in this document, or generally regarding BAF's ICT procedures and policies, I will contact SLT.

I understand that irrespective of the location and circumstance, my use of BAF's IT systems, (including the Internet and email) may be monitored and recorded to ensure policy compliance.

BAF may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and BAF's Data Security Policy. Where it believes unauthorised and/or inappropriate use of BAF's systems or unacceptable/ inappropriate behaviour may be taking place, BAF will invoke its disciplinary procedure. If BAF suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

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