

# FEDERATION OF TROSNANT SCHOOLS

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<b>Drafted by</b>	<b>CL and LD</b>	<b>Reviewed by</b>	<b>Clive Mulligan</b>
<b>Discussed by staff</b>	<b>FLT</b>	<b>Agreed by</b> <b>Governors</b>	<b>Sept 18</b>
<b>Review</b>	<b>Annually</b>	<b>Implementation</b>	<b>Immediate</b>

## Acceptable Use of ICT Policy

### Aims and Purposes

To ensure that members of staff are fully aware of their professional responsibilities when using ICT and when working with pupils and parents, they are asked to sign for this code of conduct. This policy should be read in conjunction with the 'Online Safety', 'IT and Computing', and 'Data Protection' policies, as well as the Pupil Privacy Notice and Staff Privacy Notice.

### Systems and Permissions

- \* I appreciate that ICT includes a wide range of systems, including laptops, tablets, mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- \* I know that personal equipment may not be brought onto site and used to replace school items. If something is broken, the IT co-ordinator will endeavour to resolve the issue in good time. Electronic devices may only be brought in with specific permission from the IT co-ordinator and caretaker, and must be PAT tested before use.
- \* I understand that access to certain software packages and systems (e.g HCC intranet; SAP (HR, finance and procurement system), SIMS, RAISE Online, FFT, school texting services) will be restricted to nominated staff and unless permission and access has been provided, staff must not access these systems.
- \* I understand that I must not use the school ICT system to access inappropriate content at any time. This includes obscene and indecent images, blocked websites (of an adult/mature content, e.g. gambling, betting, gaming, alcohol, tobacco, illegal drugs, auction sites, radicalisation and terrorism, promotion of gang culture or violence).



**Everyone will achieve their best!**



\* I understand that school information systems and hardware (including laptops, iPads issued to staff, cameras and equipment) may not be used for personal purposes without specific permission from the head teacher. I understand that it is my responsibility to look after, keep safe and respect the equipment I have been personally issued, and that I may need to contribute financially to a replacement if this is not deemed to be the case. In addition, we all have collective responsibility for shared items such as laptop trolleys and their contents. Year groups or individual children may receive a ban for inappropriate use or for damaging any shared equipment intentionally. Where appropriate, a child's parents may be contacted and a financial contribution to a replacement device requested.

\* I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance (Fortigate). The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. This includes connecting to the school Wi-Fi system for personal use on mobile phones. In cases where allegations of improper conduct have been made, police involvement may be necessary.

\* I will not install any software or hardware from any source without permission.

\* I will respect copyright and intellectual property rights.

\* I understand use for personal financial gain, gambling, political activity, advertising, commercial ventures, personal campaigns or illegal purposes is not permitted.

### Teaching and Working with Pupils

\* I will ensure that I use the school email account I have been provided with solely for the purpose of carrying out my job effectively. I will not use it to communicate with parents or pupils, unless discussed and approved by a member of SLT. My personal e-mail accounts must never be used to conduct school business. The only exception to this is LinkedIn (or other professional networks), where it is acceptable to use an e-mail account that covers both professional and personal use. The office staff reserves the right to access employee's school e-mail accounts if it is anticipated that important communications may be missed due to absence.

\* I will not use my mobile phone or hands-free device whilst driving on school business. I understand that I may use my personal mobile phone in exceptional circumstances, such as to contact the school whilst on an off-site visit. I will not use my mobile phone or tablet to take photos of children.

\* I will ensure I check the content of any video, photo or audio clips I intend to use with children in advance. I must deem it appropriate before use in the classroom. I will disable the auto-play function when watching educational YouTube videos in school.

\* I will report any incidents of concern regarding children's safety to the schools Online Safety Coordinator, the Designated Safeguarding Leads or Head teacher, using CPOMS and categorising as an online safety concern. I will ensure that I verbally contact any member of staff necessary in urgent cases.

\* I will promote online safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing. See Online Safety policy and Rising Stars Curriculum packs for more details.

\* I understand the recent development in the use of online platforms to promote radicalism and extremism to wider audiences, and that I must report any concerns of this nature using CPOMS, or if urgent/extreme in nature, contact a DSL immediately.

### Personal Use of ICT

\* I will make appropriate use of the security settings available on social networking sites and ensure these are updated as the sites make changes themselves. With increasing concerns over identity theft and fraud, I will consider how much personal data is held about me on profiles.

\* Only administrative staff and management may use social networking sites as a means of communicating with the school community.

\* I will contact a member of the management team if I have any concerns over the safety or security of pupils, staff, parents, equipment or information.

\* I understand that the school has an iTunes account which can be used, in consultation with the head teacher and IT co-ordinator, to purchase songs, apps and films. I will not log into my personal iTunes account to download such items, even if this is for an educational purpose. Apps may not be downloaded onto iPads without permission.

### Social Media

It is recognised that social networking has the potential to play an important part in many aspects of school life, but staff members must be conscious at all times of the need to keep their personal and professional lives separate. Trost Federation respects your right to a private life but has a duty to provide a safe working environment for all stakeholders.

This policy applies to personal webspace, such as social networking sites, blogs, microblogs including Twitter, chat rooms and podcasts and content sharing sites such as Flickr and YouTube.

\* I understand the need to exercise extreme care in my personal use of social networking sites. I know that inappropriate communications that come to the attention of school can lead to disciplinary action, including dismissal.

\* I will ensure I do not have any pupils or ex-pupils under the age of 18 as friends on social networking sites, including former pupils, and those who have moved to other schools. I will not have any unauthorised contact (electronic) with pupils, current or past, outside of school hours.

\* I will not reference pupils, students or parents without their approval.

\* I will exercise caution when having contact with, or accepting friend requests from parents.

\* I will ensure my comments and posts will not compromise the school's reputation, credibility, information, computer systems or networks. This includes openly identifying themselves as school personnel and making disparaging remarks about the school, its' policies, other staff members and

other people associated with the school. I will not express personal views online that the school would not want to be associated with.

\* I know that my comments, posts and online activity should not breach any of the policies I have read and signed.

\* I will ensure my comments and posts must not be of an illegal, sexual, discriminatory, offensive, hateful, threatening or abusive nature.

\* The tone of my comments and posts must not damage relationships with work colleagues in the school, partner organisations, pupils or parents.

\* I understand that any harassment of other staff via social media will be investigated by the Senior Leadership Team and may lead to disciplinary action. This includes when the person being targeted is unaware of the comments and posts being made. It is everyone's responsibility to report any such behaviour to either the Computing co-ordinator or Senior Leadership Team. It is advised that anyone wishing to report or discuss alleged incidents keep screen-shots, e-mails, text messages or phone logs as evidence. Do not delete any such material. If the concern is in regard to the conduct of the head teacher, this must be disclosed to the chair of governors.

\* I understand that the new school blogs will be password protected, and that teaching staff have responsibility for overseeing their class page and approving suitable posts before publishing. Passwords will only be shared with parents and any suspicious activity will be reported.

## GDPR

\* I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner. I will ensure that, when taken home for work use, my laptop and other equipment cannot be accessed by others. If staying logged into work e-mails on my own personal devices, I must ensure only I know the passcode. I will consider using fingerprint recognition options if they are available to me.

\* I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager. I will not use anyone's account except my own. I will not distribute or share personal details of others – in line with the school's Data Protection Policy. When using a shared computer, I will ensure I sign out of websites/programs to ensure data is not misused or accessed without permission.

\* I will ensure that sensitive personal data is stored securely and is used appropriately, whether in school or accessed remotely. It must NOT be kept on removable storage devices, taken off premises or kept in cloud storage, e.g. Dropbox, GoogleDrive and iCloud.

\* Any photos of children taken using the school's digital cameras or other equipment must be kept secure and safe. The school has a networked server which can be used to store the images. They must be deleted at the end of every academic year.

I have read, understand and accept the staff code of conduct regarding the Acceptable Use of ICT.

Written by Claire Louth (August 2017) in conjunction with the previous policy, guidance provided by Hampshire County Council, including the updated Social Media Policy and Acceptable Use of ICT

policies from Education Personnel Services, the Prevent for Schools Strategy, 360 online self-review tool, SWGfL and Lancashire Safeguarding Children Board, and with input from R. Whittle re: GDPR guidelines 2018.

