



# **Computer Network and Information and Communications Technology (ICT)**

## **Acceptable Use Policy and Agreement for Adults Working in Trust Schools**

**History of document: To be reviewed annually and re-approved every two years, or sooner if deemed necessary.**

Issue no	Author	Date written	Approved by Board	Comments
1	C Burt	01.09.17	30.01.18	
2	J Goodwin	June 2020	07.07.20	Reviewed with Noel Sweeney, Network Director

The Trust recognises and believes that ICT and the internet are excellent tools for learning and communication that can be used to enhance the curriculum, challenge students, promote collaborative working and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the internet and ICT is seen as a responsibility and that all users use it appropriately and practise good e-safety.

Adults who work in Trust schools and use the internet are made aware in this document that use of the internet is monitored closely at all times. A record is kept of all sites visited by each individual user, enabling the Network Administrator to show who accessed which site, from which machine and when.

To use a Trust computer you will need to enter a unique **username** and **password**. This will be provided at each school by the Trust IT Team based at St Aidan's.

The aim of using the internet in the Trust is to further educational goals and objectives. However, it is possible that a determined individual may try to access material deemed to be unsuitable by the Trust (including that which is obscene, racist, extremist or violent).

**The Trust employs a sophisticated filter that should prevent users accidentally viewing any such materials. It will identify those users who attempt to access unsuitable sites. Real-time monitoring software is used to view on-screen activity.**

**Users should be aware the Trust decrypts SSL traffic for content inspection.**

Users should be aware that once anything is shared online it is completely outside the control of the Trust and may be used in ways not intended.

All users are aware of the CEOP Report Button and know when to use it.



**Sanctions** - all adults who work in Trust schools must be aware that improper conduct with ICT equipment may have disciplinary consequences and/or, if applicable, involvement of the Police and other relevant authorities.

If you are using your own device to access school emails and other data you will confirm the following:

- software security will be kept up to date for anti-virus/operating system patches etc
- the device will be password protected
- ensure that any Trust data is securely deleted before selling/disposal
- if the device is lost and has a school/Trust email account added you will inform the Trust Network Team based at St Aidan's so they can perform a remote wipe
- that under no circumstances will any form of 'jailbroken' or 'rooted' device be used to conduct Trust business.

In addition to the above I confirm that I will:

- use, move and share personal data securely, in line with data protection legislation
- never trespass into other users' folders, work or files without permission/consent
- respect the school network security and only use my own username and password
- set strong passwords which I will not share and will change regularly
- ensure my use of Trust ICT facilities is professional, lawful, consistent with my duties and respectful of both students and work colleagues
- respect copyright and the intellectual property rights of others
- only create and share content that is legal
- always follow the terms and conditions when using websites
- only give permission to students to communicate online with approved users
- use approved, secure systems for school related communications. All work emails to be through an official YCST email account.
- ensure that any personal/sensitive data, such as for trips or pupil related meetings, that needs to be taken off site has the prior approval of the Headteacher or Data Protection Officer and is kept in the possession of the data owner at all times
- ensure students are safe at all times
- make sure any online messages, emails or posts sent are respectful and do not promote discrimination, bullying, religious or racial hatred or violence of any kind
- not respond to or forward any inappropriate message or content including chain emails
- never share my personal contact details or social media accounts with students
- report unsuitable content or activities
- never transmit or share any obscene or inappropriate material or use vulgarities/ swearing or any other inappropriate language
- never attempt to access systems settings or install software/music on any computer
- never leave a workstation logged on and unattended
- avoid downloading large files, which would slow down internet access
- avoid printing unnecessary material – printing is costly - excessive printing will be monitored
- take responsibility for Trust assets, particularly those in my care through my classroom or teaching space. I acknowledge responsibility for any item/asset taken off-site and that it needs to be returned to school at the earliest opportunity.
- never leave a school laptop, portable device, camera or other item of ICT equipment unattended in a car or public place. Such items should not be left overnight in a vehicle and should be transported in the boot for additional security.
- ensure that if any documents containing personal and sensitive data are to be worked on off-site this should either be by use of remote access, where available, an encrypted laptop or through the use of Office 365 OneDrive. Under no circumstances should data be saved to personal devices. USB memory sticks may only be used for the transport of non-personal/sensitive data such as basic lesson planning and worksheets etc. Such memory sticks should be regularly virus checked to prevent infection of the network.
- only take official school photographs on a school recording device; personal cameras, smartphones etc may not be used for the taking of school photographs.
- only use approved remote learning tools, as set out by School.

I understand that data protection regulations require me to keep all information I see and have access to in my role in school, concerning pupils, staff and other adult workers private, secure and confidential and that it is only to be used appropriate to my duties and responsibilities. The only exceptions are where there is a safeguarding issue or I am required by law to disclose such information to an appropriate authority.

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**Declaration**

I have read carefully the contents of the Trust's Computer Network and ICT Acceptable Use Policy and Agreement for Adults Working in Trust Schools and I understand the requirements I must follow.

**School:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***This section should be returned to school as soon as possible.***