

## Staff, Governor and Visitor E-Safety and ICT Acceptable Use Agreement

ICT and the related technologies such as e-mail, the Internet and mobile devices are an expected part of our daily working life in Kessingland CE Primary Academy. This policy is designed to ensure that all adult users are aware of their responsibilities when using any form of ICT. All such users are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with **the Network Manager**.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras; email, social networking and that ICT use may also include personal ICT devices when used for academy business.
- I understand that it is an offence to use the academy's ICT system and equipment for any purpose not permitted by its owner.
- I will only use the academy's email / Internet / Intranet / Learning Platform and any related technologies for uses permitted by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the academy or other related authorities.
- Management may from time to time require access to staff/student data areas, and reserve the right to change passwords/locate data stored in employee's network areas.
- I understand that I am responsible for all activity carried out under my username unless my data has been amended under the direction of the Headteacher.
- I will ensure that all academy generated electronic communications are appropriate and compatible with my role.
- I will only use the approved, secure email system(s) for any academy business.
- I will ensure that all data is kept secure and is used appropriately and as authorised by the Headteacher or Governing Body. If in doubt I will seek clarification. This includes taking data off site.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images will only be taken, stored and used for purposes in line with academy policy and with written consent of the parent, carer or adult subject. Images will not be distributed outside the academy network/learning platform without the consent of the subject or of the parent/carers, and the permission of the Headteacher.
- I understand that my permitted use of the Internet and other related network technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding student's safety to the Senior Designated Professional or Headteacher.
- While Kessingland Church of England's network administration aims to provide a high level of privacy, users should be aware that the data they create on the corporate systems remains the property of the academy. Because of the need to protect the academy's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the academy. However this does not mean the academy will disclose personal confidential data to third parties.
- Users are not permitted to bring in their own personal laptops and plug into the academy's network.

- Staff must never leave a workstation unattended whilst it is logged on. Lock it by using *'control+alt+delete and enter'*.
- Because information contained on portable computers is especially vulnerable, special care should be exercised in looking after them. They should not be left unattended, for example in cars. Sensitive data about children should not be kept on laptop hard drives
- Data remains the property of Kessingland Church of England Primary Academy and staff must not disclose personal data pertaining to staff/children to those not authorised to receive it.
- The academy's anti-virus software will automatically delete any files it deems suspicious on external devices such as memory pens, so care should be exercised when inserting such devices into a machine.
- In some circumstances employment contracts may expire during academy holidays. However, your contract does not entitle you to a laptop. A duty of reasonable care must be taken of laptops and ICT equipment loaned out to staff. This includes not leaving it easily accessible to a thief, or where damage might easily be caused.
- Any cost borne by the academy in replacing/repairing a laptop and/or other device loaned by ICT Where neglect and/or theft/damage has occurred may be passed to the user.
- Laptops left in academy overnight must be in a secure, alarmed area.
- Do not deface your laptop (sticking stickers on it etc.) as it has to be re-allocated when you leave.
- Under no circumstances is an employee of Kessingland Church of England Primary Academy authorised to engage in any activity that is illegal under national and/or international law while utilising Kessingland Church of England Primary Academy owned ICT resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.
- The following activities are strictly prohibited:
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of 'pirated' or other software products that are not appropriately licensed for use by Kessingland Church of England Primary Academy.
- Circumventing user authentication or security of any machine, network or account.
- Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Staff need to be aware of the implications of using laptops in an uncontrolled environment, i.e. anywhere outside of the academy. To protect the integrity of data on a laptop at home, users should be aware if they allow family members to use the laptop, then the integrity of confidential data is placed at risk. Employees should take all necessary steps to prevent unauthorised access to this information and in doing so comply with the Data Protection Act 1998.
- Under no circumstances must staff contact children via personal e-mail addresses or on commercial social networking sites (e.g. Facebook). They should only use academy based e-mail or the academy's Virtual Learning Environment for such correspondence.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, or other malicious code.

- Postings by employees from an academy e-mail address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the academy, unless posting is in the course of business duties.
- Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment and the instigation of criminal proceedings. (See Staff Discipline, Conduct and Grievance Policy)

**Other relevant policies and information**

- Your rights at work; <http://www.worksmart.org.uk>
- Employment Rights <http://www.norfolk.gov.uk>
- ICT UK Law <http://www.out-law.com>
- Kessingland Church of England Primary Academy Policies and Procedures: Safeguarding; Behaviour; Anti-bullying and Staff Discipline, Conduct and Grievance.
- Data Protection Policy
- Statement of procedures for dealing with allegations of abuse against staff

**User Signature**

I agree to follow this code of conduct and to support the safe use of ICT throughout the academy.

**Full name:** .....(PLEASE PRINT)

**Job title:** .....

**Signature:** .....

**Date:** .....