

Internet and e-mail Acceptable Use Policy for Ashcroft High School staff

Scope

This Policy provides the acceptable standards for use of the Internet and e-mail by all school employees. It applies to all school employees, whether employed by the Council or the school.

Responsibilities

Governing Body/ Headteacher responsibilities

It is the responsibility of the Governing Body to both adopt and review this policy on an annual basis and to advise the Headteacher of any required changes.

Luton Borough Council will provide guidance on updating this policy as and when appropriate.

It is the responsibility of the Headteacher to publicise and make this policy available to all current and future schools staff, and to ensure that the standards within it are both monitored and enforced and to advise the Governing Body of any serious breaches of this policy.

It is the responsibility of both the Governing Body and the Headteacher to take corrective and disciplinary measures as are necessary when a breach of this standard occurs and to contact and co-operate with police and other law enforcement agencies where a breach of these standards constitutes a criminal act.

All Schools' Employees responsibilities

Employees must adhere to these standards in the following circumstances:

- When working on schools premises
- When using equipment and utilities (hardware, software or mail and internet access) provided by the School, LA or the Council at home or other locations
- In all electronic communications with colleagues or children and young people including communication via personal computers and mobile phones used at school or at home

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, emails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or

respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

School employees must not accept as friends any current or past pupils of the school on social networking sites such as Facebook. This would not apply to current or past pupils that an individual employee is directly related too, e.g. their child, niece or nephew.

The standards apply regardless of whether access occurs during or outside of contracted work hours. The standards apply to all technology whether provided by the school or owned by the employee.

Employees must alert the Headteacher or a relevant senior member of staff where breach of these standards is suspected or known to have occurred.

Email Use

Email is provided for business use. It is not a perk or means of entertainment. Content of all emails should be substantially related to workplace matters.

Email should never be sent, forwarded or replied to where the content is adult, explicit offensive or otherwise inappropriate as specified in table 1.1 below.

Table 1.1 Inappropriate e-mail content definitions

Abusive	Bullying	Defamatory
Disruptive	Harmful to Council, LA or School morale	Harassing
Insulting	Intolerant	Obscene
Offensive*	Politically biased**	Sexual innuendo
Violent	Threatening	

Prohibited material will include any material which may be construed as offensive on the grounds of gender, race, ethnic origin, disability, sexuality, religion, transsexualism, gender re-assignment, age, HIV status, size, stature, trade union membership/office or any combination thereof.

***As school employees we must not demonstrate partiality for or against any political grouping or individual (this will not apply to union officials fulfilling an obligation on behalf of their professional association).*

Internet Use

Access to the Internet is similarly provided for business use. It is not a perk or means of entertainment. Sites and groups visited should be related to workplace matters.

Sites must not be accessed which contain inappropriate material as defined in table 1.2.

Table 1.2 Inappropriate web content definitions

Adult or explicit (including photo searches for such material)	Incitement (e.g. race hate or supremacist ideologies)
Chat rooms or Instant Messaging <i>(except for educational purposes e.g. NCSL, BECTA or Grid Club)</i>	Personal ads or dating
Criminal skills or resources	Newsgroups and forums <i>(except for educational purposes)</i>
Downloads of ring-tones, screensavers and games	Internet based Peer to peer networks e.g. Napster etc.
Downloads of freeware, shareware or evaluation packages <i>(excepting by authorised persons as designated by the school and in compliance with copyright law)</i>	Hacking, virus writing or password cracking
Illegal drugs	Tasteless and offensive content such e.g. jokes, pictures or profanity
Gambling	Depiction or advocacy of violence or the use of weapons

Personal Use of Internet, email and mobile phones

Access to Internet web sites that are unrelated to school business should be restricted to out of school hours and designated breaks.

The sending of emails or texts that are wholly or substantially unrelated to school business should be restricted to out of school hours and designated breaks.

Access to Internet web sites that are unrelated to school business should be restricted to out of school hours and designated breaks.

Personal use of both email and the Internet must not breach any of the definitions of inappropriate use as defined in this document.

Conducting financial activities on the Internet

While this policy does not specifically ban the use of the Internet for conducting personal financial transactions e.g. E-banking, we warn against it. Residual information from such activities can be left on your computer hard drive and could subsequently be accessed by others. Neither the School, the LA nor the Council accept any liability for any resulting loss or damage.

Consequences of breaching the standards laid out in this Policy

The use of email to send, view or store other inappropriate content (as defined in Table 1.1) or provision of an e-mail address to a third party with the intention of receiving inappropriate content will constitute misconduct or gross misconduct.

Deliberate access to inappropriate web content (as defined in table 1.2) may constitute misconduct or gross misconduct.

Deliberate and repeated access to such material will constitute gross misconduct.

The use of e-mail or the Internet for the preparation, commission or abetting of a criminal act will constitute gross misconduct.

Monitoring and reporting

The School and the Council or their agents will monitor use of the Internet and email.

Luton Children and Learning Department

Internet and e-mail acceptable use policy for Ashcroft High School staff

Please print off this document and read it carefully.

By signing this form you agree that you have been provided with a copy of the School’s Internet and e-mail acceptable use policy and that you have read and understood the policy. The policy forms part of your terms and conditions of employment with the school or LA.

In compliance with the Information Commissioner’s Code Of Practice for Employee Monitoring you are advised that the school, the LA or their agents will monitor, and may investigate, access to the Internet and use of e-mail and use of school computer equipment to ensure compliance with this policy.

Signed

Printed Name

Position.....

Date

Signed forms should be returned to:

Approved by Governing Body of Ashcroft High School:	June 2017
Policy Review date:	September 2018
Governors' Committee	Full Governing Body
SLT staff responsible	Mrs J Ellins
Statutory Policy: Yes / No	Yes