

### Staff ICT Policy

#### General

- In order to encourage and promote the responsible, secure and efficient use of IT systems throughout the school, all staff (including visiting, temporary and cover staff) are required to read and agree to this policy before they will be given access to any Ashcroft IT systems.
- This policy covers the use of fixed and mobile computers owned by Ashcroft High School as well as any personally owned IT equipment brought in and used on the Ashcroft network.
- As part of your role you may be given access to data-systems that hold personal information about students or staff. To comply with the 1998 Data Protection Act, this information must be kept confidential and only disclosed or processed by authorised personnel and only used for reasonable and appropriate uses.
- You will be issued with a username and password to control access to the systems. These details are confidential and should never be given to any other member of staff or student (except occasionally, when requested, to IT staff who need to operate in your name) and the security and confidentiality of that password are your responsibility.
- Your username/password combination will give you access to network areas and resources that are relevant to your job/role/responsibilities. Any attempt to access other areas/resources is prohibited.

#### Working Hours

**During your working time Ashcroft High School computer systems are to be used solely for work related activities. During your official breaks/lunch and before or after school in your own time you may use the equipment for personal purposes as long those uses conform with all other areas of this policy and have no impact on work/learning time.**

#### Laptop Security

- For staff that are issued with Laptop computers, additional security measures need to be recognised. You will be asked to sign an "ICT Equipment Loan Agreement" form that details the specific additional measures that relate to the use of laptops.
- At the termination of employment, employees are required to return to the Network Manager all IT equipment materials, systems, data and passwords contained on their computer system.

#### E-Mail

Ashcroft High School recognises that electronic mail is an important medium for communication; however, please note the following:

- Your email is not private! All email that has been sent or received by your Ashcroft email account can be monitored. If emails are found to contain inappropriate language or content then copies will be taken and could be used as evidence in any disciplinary action.
- Ashcroft reserves the right to monitor email use to ensure that there is no violation of school policies, practices or Government legislation. Use of the email system may also be monitored to ensure that defamatory, abusive, sexist or racist messages which could cause offence are not being sent or received. **Anti-Virus**

All computer systems in the school run Anti-Virus software and this will scan all email messages and attachments to ensure our system (and your data) is protected. If at any point your Anti-Virus software pops up an alert or warning about a message please:

- a) Read the message carefully.
- b) If during school hours contact IT immediately and tell them clearly and accurately what the message says.
- c) As prompted by IT (or on your own if outside school hours) choose the option to DELETE, REMOVE or DENY the item you are being warned about.

#### Internet

As part of this school's commitment to the utilisation of new technologies, all of our employees have access to the Internet. It is obvious to anyone that has used the internet that it contains much useful information as

well as a huge amount of content that is not work related and also much that is definitely inappropriate for work/school use.

- Websites that are not suitable for a school/work environment are blocked automatically by the school. This blocking process, however, is not perfect and on occasion may fail to either:
  - a) Block sites that should be blocked – Please report any such site you find to IT immediately and it will be manually added to the block list.
  - b) Allow access to valid sites for work/education purposes – If you need access to a site please contact IT and they will, after checking the sites content, add it to the unblocked list.
- Ashcroft High School uses software to monitor and record all staff and student internet usage. These logs are periodically searched for inappropriate accesses and these logs are retained and can be used in evidence in any disciplinary action.
- Recreational, music, banking and other sites of that nature are only to be accessed after school hours and specifically never while supervising students. Please note that social networking sites such as Facebook are blocked and must not be accessed during school time unless under direction from the Headteacher.
- Access to pornographic, racist, violent or extremist websites is expressly forbidden under all circumstances and at all times on school equipment.

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All employees are advised that any breaches of this policy may lead to disciplinary proceedings, and may potentially lead to dismissal from post.

The school reserves the right to update or change this policy at any time.

### **Telephone Call Monitor and Recording**

All phone calls that are made or received on the schools telephone equipment can be monitored if necessary and as such the phone system should be used in a professional manner at all times.

Approved by Governing Body of Ashcroft High School:	July 2017
Policy Review date:	September 2018
Governors' Committee:	Curriculum, Students and Personnel
SLT staff responsible:	Mrs J Ellins
Statutory Policy: Yes / No	No

**Ashcroft Staff ICT Policy**

**Name:** .....

Please read all of the attached policy details and if you agree, please sign below and return the slip to the personnel department.

Failure to adhere to any of the above terms may result in the above named person having disciplinary action taken against them.

**I confirm I have read and agree to the terms and conditions of the Ashcroft Staff ICT Policy**

**Signed:** .....

**Date:** .....