# South Cave CE Primary School
## Statement of Policy and Guidelines for the Use by Staff of School ICT Systems.
## Spring 2019

**POLICY STATEMENT**

The Governing Body recognises the use of ICT as an important resource for teaching, learning and personal development. It actively encourages staff to take full advantage of the potential for ICT to enhance development in all areas of the curriculum and school administration. It is also recognised by the Governing Body that along with these benefits there are also responsibilities, especially for ensuring that children are protected from contact with inappropriate materials.

In addition to their normal access to the school's ICT systems for work-related purposes, the Governing Body permits staff limited reasonable personal use of ICT equipment and e-mail and internet facilities during their own time subject to such use:

1. *not depriving pupils of the use of the equipment*

   *and/or*

2. *not interfering with the proper performance of the staff member's duties*

Whilst the school's ICT systems may be used for both work-related and for personal reasons the Governing Body expects use of this equipment for any purpose to be appropriate, courteous and consistent with the expectations of the Governing Body at all times and must never compromise the high standards of Safeguarding expected by all members of the staff.

The use of computer equipment, including laptop and tablet computers, which is on loan to staff by the school for their personal use at home is covered under this policy. Staff who have equipment on loan are responsible for its safekeeping and for ensuring that it is used in compliance with this policy.

**GUIDANCE ON THE USE OF SCHOOL ICT FACILITIES**

Whilst it is not possible to cover all eventualities, the following information is published as guidance for staff on the expectations of the Governing Body. Any non-conformance to this policy or operation outside statutory legal compliance may be grounds for disciplinary action being taken up to and including disciplinary action

Further guidance on the responsible use of ICT facilities are contained in the Council document *"Internet Access Policy for Schools"*.

**E-mail and Internet usage**

The following uses of the school's ICT system are prohibited and may in certain circumstances amount to gross misconduct and could result in dismissal:

1. *to gain access to, and/or for the publication and distribution of inappropriate sexual material, including text and/or images, or other material that would tend to deprave or corrupt those likely to read or see it*

2. *to gain access to, and/or for the publication and distribution of material promoting racial hatred*

3. *for the purpose of bullying or harassment, or for or in connection with discrimination or denigration on the grounds of gender, race, disability or sexual orientation*

4. *for the publication and/or distribution of libellous statements or material which defames or degrades others*

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5.   *for the publication and distribution of personal data without either consent or justification*

6.   *where the content of the e-mail correspondence is unlawful or in pursuance of an unlawful activity, including unlawful discrimination*

7.   *to participate in on-line gambling*

8.   *where the use infringes copyright law*

9.   *to gain unauthorised access to internal or external computer systems (commonly known as hacking)*

10.  *to enable or assist others to breach the Governors' expectations as set out in this policy*

Additionally, the following uses of school ICT facilities are not permitted and could lead to disciplinary action being taken:

1.   *for participation in "chain" e-mail correspondence*

2.   *in pursuance of personal business or financial interests, or political activities (excluding the legitimate activities of recognised trade union representatives)*

3.   *to access ICT facilities using another person's password, or to post anonymous messages or forge e-mail messages using another person's identity.*

## Use of School ICT Equipment

Users of school ICT equipment:
1.   *must not share and must treat as confidential any passwords provided to allow access to ICT equipment and/or beyond firewall protection boundaries*

2.   *must report any known breach of password confidentiality to the Headteacher or nominated ICT Co-ordinator as soon as possible*

3.   *must report known breaches of this policy, including any inappropriate images or other material which may be discovered on the school's ICT systems*

4.   *must not install software on the school's ICT systems, including freeware and shareware, unless authorised by the school's ICT Co-ordinator*

5.   *must comply with any ICT security procedures governing the use of systems in the school, including anti-virus measures*

6.   *must read, sign and agree to all conditions within the 'staff ICT acceptable use agreement'*

## Regulation of Investigatory Powers Act 2000

Ancillary to their provision ICT facilities the Governing Body asserts the employer's right to monitor and inspect the use by staff of any computer or telephonic communications systems where there are grounds for suspecting that such facilities are being, or may have been, misused.

Written by W. Tatton
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