



## Staff Acceptable Use of ICT Policy

School networked resources, including, internet access, are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. If you make a comment about the school or the County Council you must state that it is an expression of your own personal view. Any use of the network that would bring the name of the school or County Council into disrepute is not allowed.

All users are required to follow the conditions laid down in the policy. Any breach of these conditions may lead to withdrawal of the user's access, monitoring and / or retrospective investigation of the users use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

### Conditions of Use

#### Personal Responsibility

Users are responsible for their behaviour and communications. Staff will be expected to use the resources for the purposes for which they are made available. It is the responsibility of the User to take all reasonable steps to ensure compliance with the conditions set out in this Policy, and to ensure that unacceptable use does not occur. Users will accept personal responsibility for reporting any misuse of the network to the Headteacher.

#### Acceptable Use

Users are expected to utilise the network systems in a responsible manner. All computer systems and iPads will be regularly monitored to ensure that they are being used in a responsible fashion and in a manner that is compliant with the rules set out in this policy.

Below is a set of rules that every member of Chichester Nursery School must comply with:

1	I will not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring the school (or West Sussex County Council) into disrepute.
2	I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3	I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
4	I understand that staff under reasonable suspicion of misuse in terms of time, activity or content may be placed under retrospective investigation or have their usage monitored.
5	Privacy – I will not reveal any personal information (e.g. home address, telephone number, social networking details) of other users to any unauthorised person (see 21).

6	I will not trespass into other users' files or folders.
7	I will ensure that my personal login credentials (including passwords) are not shared with any other individuals, displayed or used by any individual than myself. Likewise, I will not share those of other users.
8	I will ensure that if I think someone has learned my personal password then I will change it immediately and/or contact the Headteacher.
9	I will ensure that I log off after my network session has finished.
10	If I find an unattended machine logged on under another user's personal username I will <b>not</b> continue using the machine – I will log it off immediately.
11	I will not use my own digital camera or iPad for creating or transferring images of children and young people without the express permission of the school leadership team. (see also 26)
12	I understand that I should always seek parents' written approval before uploading photographs of parents and/or children onto the Nursery's Facebook site. The use of other digital images and recordings should be in accordance with the School's Protocol for Use of Photographic Images.
13	I am aware that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Anonymous messages are not permitted.
14	I will not use the network in any way that would disrupt use of the network by others.
15	I will report any accidental access, receipt of inappropriate materials or filtering breaches/ unsuitable websites to the Headteacher.
16	I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
17	I will not download any unapproved software, system utilities or resources from the Internet that might compromise the network or are not adequately licensed.
18	As damage to professional reputations can inadvertently be caused by quite innocent postings or images - I will also be careful with who has access to my pages through friends and friends of friends. Especially with those connected with my professional duties, such as school parents and their children.
19	I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role in any way.
20	I will support and promote the school's E-safety and Data Security policies and help students be safe and responsible in their use of the Internet and related technologies.
21	I will not send or publish material that violates Data Protection Act or breaching the security this act requires for personal data, including data held on the SIMS Learning Gateway.
22	I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.
23	I will not attempt to harm or destroy any equipment or data of another user or network connected to the school system.

25	I will ensure that portable ICT equipment such as laptops, iPads, digital still and video cameras are securely locked away when they are not being used.
26	I will ensure that any Personal Data (where the Data Protection Act applies) that is sent over the Internet will be encrypted or otherwise secured.
27	I will not use my phone on the Nursery floor without the permission of a member of the Senior Management Team and for emergency calls only. I understand that I must never use my phone to take photos or videos of children.
28	I will remind parents, carers, visitors, volunteers and students that the use of mobile phones is prohibited within the Nursery School and Up to 3s' Nursery.

### **ADDITIONAL GUIDELINES**

- Staff must comply with the acceptable use policy of any other networks that they access.
- Staff will follow the guidance set out in the Policy statement for “Education – Students/Pupils”, which can be found on page 14 of the “SWGfL School/Academy Online Safety Template Policy” which can be found at Annex A to this policy.

### **SERVICES**

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

### **NETWORK SECURITY**

Users are expected to inform The Headteacher immediately if a security problem is identified and should not demonstrate this problem to other users. Files held on the school’s network will be regularly checked by the ICT Technician. Any security issues, accidental access, receipt of inappropriate materials or filtering breaches/unsuitable websites should be immediately reported to the Headteacher who will record them and pass the information to the ICT Technician. Users identified as a security risk will be denied access to the network, as a Safeguarding concern, if appropriate.

### **MEDIA PUBLICATIONS**

Written permission from parents or carers must be obtained before photographs of or named photographs of children are published and this permission must be re-requested annually to allow parents to change their permission. Also, examples of children’s work must only be published (e.g. photographs, videos, TV presentations, web pages, etc.) if written parental consent has been given.

The naming of published images of pupils should be avoided wherever possible. This includes photographs, videos, TV presentations, web pages, the press. Where named images must be used then specific written permission from parent or guardian must be obtained in order to comply with the Data Protection Act 1998.

Further guidance can be found in our “Protocol for the Use of Photographic Images”, attached at Annex B.

**Dated: June 2017**

**To be reviewed Summer 2020  
(or earlier on advice from WSCC)**

**Staff User Agreement Form for the Staff Acceptable Use Policy**

As a school user of the network resources, I agree to follow the school rules (set out above) on its use. I will use the network in a responsible way and observe all the restrictions explained in the school Acceptable Use Policy. If I am in any doubt I will consult the Headteacher. I agree to report any misuse of the network to the Headteacher.

I also agree to report any websites that are available on the school Internet that contain inappropriate material to the Headteacher.

Lastly I agree to ensure that portable equipment such as cameras, laptops and iPads will be kept secured when not in use and to report any lapses in physical security to the Headteacher.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I understand my laptop/iPad or any other electronic device loaned by the School will be subject to regular checking for inappropriate use or content. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

I confirm that I have been loaned the following equipment:  
*(detail type of equipment, e.g. laptop/iPad including chargers, and make/model number and note of condition/any defects already present)*

1. ....

Condition/defects:.....

.....

2. ....

Condition/defects:.....

.....

3. ....

Condition/defects:.....

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4. ....

Condition/defects:.....

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I understand that I will be held responsible for any loss or damage caused to any of the above equipment loaned to me and will bear the cost of any repair or replacement of equipment.

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_