

# Acceptable use of Information Technology by School Staff

## ***Rationale***

Providing access to Information Technology in school contributes towards the raising of standards and supports the professional work of staff. For the purpose of this Policy, the term Information Technology is used to describe:

- Computers
- Laptop Computers
- Email
- The Internet
- The Intranet
- The World Wide Web



## ***Purpose***

The school encourages the use of information technology and associated services because they can make communication more efficient and effective and because they are valuable sources of information about educational issues, ideas, technology, and new products and services. However, all employees and everyone connected with the School should remember that information technology is used to facilitate and support school business and that all computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established for using Information Technology that is provided by or through the School. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the philosophy of the school and set forth general principles when using electronic media and services.

## ***Prohibited Communications***

Information Technology that is provided by or through the School cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to the school policy or interests.

## ***Personal Use***

Information Technology that is provided by or through the School is primarily for educational use to assist staff in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, staff are expected to demonstrate a sense of responsibility and not abuse this privilege.

## ***Access To Staff Communications***

The school reserves the right, at its discretion, to check computers provided by or through the School to the extent necessary to ensure that they are being used in compliance with the law, this policy and other school policies. Staff should therefore not assume that electronic communications facilitated by computers that are provided by or through the School are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

## ***Software***

To prevent computer viruses from being transmitted through the school's computer systems, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered

through the school may be downloaded. Staff are strongly advised to use virus-trapping software on any home computer that is used to download planning or other information onto the school computers.

## ***Security/Appropriate Use***

Staff are expected to respect the confidentiality of individual electronic communications, except in cases in which explicit authorization has been granted by a member of the Senior Management Team, staff are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Information Technology that is provided by or through the School should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

## ***Encryption***

Encryption software is used for the purposes of safeguarding sensitive or confidential business information. Staff that use encryption on files stored on a school computer must provide the Head Teacher with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

## ***Participation In Online Forums***

Staff are advised that that any messages or information sent using Information Technology that is provided by or through the School, are statements identifiable and attributable to the school.

## ***Breach Of This Policy***

All staff will be made fully aware of the content of the policy and their responsibilities under it. Any action that constitutes or could be deemed to constitute a breach of the policy/scheme will be viewed seriously, investigated fully and could lead to action taken against those responsible.

Date agreed by the Governing Body:

Signed: (Chair of the Governing Body)