

Acceptable Use IT Policy





Chesswood Junior School Acceptable Use IT Policy



Staff Code of Conduct

All staff and governors must proactively support the school vision throughout their time at Chesswood:

At Chesswood Junior School we will inspire our whole school community to enjoy their learning adventure and have fun along the way. We will ignite a passion for learning throughout the school community; securing excellence, empathy and equality in all that we do.

In order to achieve our vision and maintain a positive inclusive culture all members of our community **must agree and proactively seek to promote the following values** with children and adults alike – consistently and throughout their employment or voluntary service at Chesswood Junior School – they are of fundamental importance:

- **Safeguarding** – *The welfare of children and young people is paramount – know, understand and apply core policy and practice consistently.*
- **Acceptance and freedom** – *allowing others to express thoughts, actions and feelings positively.*
- **Honest, open and frequent communication** – *listening, understanding, discussing and confronting.*
- **Inclusion and equity** – *Empowerment and involvement of members of the school community.*
- **A compassionate community** – *caring, empathy, collaboration and co-operation.*
- **A positive reality** – *solution focussed, expect success, 'looking on the bright side'*
- **Personal responsibilities** – *personal professionalism, assertiveness, commitment, confidentiality, responsibility and accountability.*
- **Drive and determination** – *Be pro-active; Maintain high expectations for yourself and others: Be an important part of ensuring Chesswood Junior School is exceptional.*
- **A shared purpose** – *vision, mission, aims and objectives; know and tangibly support them*
- **Acknowledgement of others** – *achievements, ideas and efforts of others*
- **Team work** – *shared trust, collaboration, respecting the agreed decision making process & finite professional time of others.*

This list is not exhaustive, staff and volunteers should use it to guide wider actions in the 'spirit' of the code.



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School Vision

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

School Mission

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.

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1. RACI – Responsible, Accountable, Consulted, Informed

27 September 2022

Policy - RACI Report Bespoke

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ID: L08	Area: School	Level: IT Infrastructure
Document Type: Policy	Basis: Recommended	

Background:

Authorisation

Approval Authority: Senior Leader	Approval date: 27/09/2022
Approval Guide: 3	No governor involvement – senior leaders will confirm approval therefore ratification (or adjustments required before approval) – governor with responsibility for the area will be notified of the document and the approval process.

Life Span

Live date: 27/09/2022	Days: 730
Term of Review:	End by: 26/09/2024

RACI - Responsibility, Accountability, Consultation, Informed

Accountable Governor:	Darren Carroll
Responsible Governors:	Darren Carroll
Senior leader Accountability:	Andrew JOLLEY
Leadership Accountability:	Benjamin MILLER
Operational Leadership:	Benjamin MILLER
Consulted:	
Consultation Details:	
Informed:	Whole School Community
Informed Details:	Email, Website

Storage and Communication

System Location:	...\\Policies\\ICT Acceptable Usage Policy
Hard Copy Storage:	Head Teacher's Office, Staff Room
School Web Path:	HOME>SCHOOL INFO>EMPLOYEE AND VOLUNTEER INFORMATION

Web Publication

Web Site Location:	Website Requirement: No
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<https://www.chesswood.w-sussex.sch.uk/page/?title=Employee+and+Volunteer+Information&pid=1440&action=saved>



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2. Policy Impact and Audit

27 September 2022		Policy - RACI Report Bespoke	
Equality Impact Assessment			
Age Impact:	Limited	Age Impact Type:	Neutral
Disability Impact:	Limited	Disab Impact Type:	Neutral
Disadvantaged Impact:	Limited	Disadv Impact Type:	Neutral
Faith Impact:	Limited	Faith Impact Type:	Neutral
Gender Impact:	Limited	Gender Impact Type:	Neutral
Marital Status Impact:	Limited	MSImpact Type:	Neutral
Maternity Impact:	Limited	Maternity Impact Type:	Neutral
Race Impact:	Limited	Race Impact Type:	Neutral
SEN Impact:	Limited	SEN Impact Type:	Neutral
Sexual Orientation Impact:	Limited	SO Impact Type:	Neutral
Policy Audit			
Has the online form been completed in advance by all adults (including work experience 12+) using the IT system and/ or school wifi			
Outcome:	Partly Compliant	Audited by:	Benjamin MILLER
		Audit Date:	27/09/2022
Inform staff of the online form request completion from all staff.			
Is the policy available for refence for all staff			
Outcome:	Fully Compliant	Audited by:	Andrew JOLLEY
		Audit Date:	27/09/2022



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3. Policy Links

This policy should be read in conjunction with the following school policies

Policy/Guidance/ Poster	<u>System Link</u>
	<u>School Website Link</u>

Core

Behaviour in the workplace	<u>Y:\School Level\Policies\Behaviour in Workplace</u>
	<u>https://www.chesswood.w-sussex.sch.uk/page/?title=Personnel&pid=1667</u>
Staff Code of Conduct	<u>Y:\School Level\Policies\Child Protection and Safeguarding - Statutory</u>
	<u>https://www.chesswood.w-sussex.sch.uk/page/?title=Personnel&pid=1667</u>
Capability Policy	<u>Y:\School Level\Policies\Capability Procedures</u>
	<u>https://www.chesswood.w-sussex.sch.uk/page/?title=Personnel&pid=1667</u>
Staff Disciplinary Policy	<u>Y:\School Level\Policies\Staff Discipline - Statutory</u>
	<u>https://www.chesswood.w-sussex.sch.uk/page/?title=Personnel&pid=1667</u>
Staff Grievance	<u>Y:\School Level\Policies\Staff Grievance - Statutory</u>
	<u>https://www.chesswood.w-sussex.sch.uk/page/?title=Personnel&pid=1667</u>
Teacher Standards	<u>Y:\School Level\Policies\Performance Management- Statutory\A3 Poster - Teacher Standards.docx</u>
	<u>https://www.chesswood.w-sussex.sch.uk/page/?title=Staff+Appraisal&pid=1395</u>
Concerns and complaints policy	<u>Y:\School Level\Policies\Complaints - Statutory</u>
	<u>https://www.chesswood.w-sussex.sch.uk/page/?title=Concerns+and+Complaints&pid=190</u>
Equality and diversity policy	<u>Y:\School Level\Policies\Equalities - Statutory</u>
	<u>https://secure2.sla-online.co.uk/v3/Resources/Page/1347</u>
Confidential Reporting – “Whistle Blowing”	<u>Y:\School Level\Policies\Confidential Reporting\Confidential Reporting (Whistle Blowing).pdf</u>
	<u>https://www.chesswood.w-sussex.sch.uk/page/?title=Confidential+Reporting+%28Whistle+Blowing%29&pid=1470</u>



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General

Seven Principles of Public Life	
	https://www.chesswood.w-sussex.sch.uk/page/?title=Personnel&pid=1667



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4. Introduction

All school IT Systems are intended for educational purposes, and may only be used for legal activities consistent with the schools policy's. If you make a comment about the school or 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 this policy. Any breach of these conditions may lead to withdrawal of the user's access and 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.

Once this policy has been read and understood any adult including work experience student (12+) must complete the online form to gain access to the school IT system including WiFi – the form is expected to take less than 5 mins to complete.

Online Form

<https://forms.office.com/r/xsLEuWaTkQ>

HOME>SCHOOL INFO>EMPLOYEE AND VOLUNTEER
INFORMATION



<https://www.chesswood.w-sussex.sch.uk/page/?title=Employee+and+Volunteer+Information&pid=1440>

4.1. Scope of IT Systems

At Chesswood Junior School the term IT Systems applies to all but not limited of the following systems and services:

- All computers including laptops and iPad's
- All printers and VDU's (Visual Display Units, Projectors, TV Screens etc.)
- All telephones, intercoms and audio visual equipment
- All access control and CCTV systems
- Any other device that connects to the internet or wireless/physical network

In the case that personal electronic devices (e.g. mobile telephones, laptops) are used in school you agree to use them in such a way that complies with this policy.



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5. Conditions of Use

5.1. *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 IT manager.

6. Acceptable Use Rules

Users are expected to utilise the network systems in a responsible manner. All computer systems are restricted and regularly monitored to ensure that they are being used in a responsible fashion.

Below is a set of rules that must be complied with. This is not an exhaustive list and you are reminded that all use should be consistent with the school code of conduct:

6.1. *Social Media*

I will

- Be aware damage to professional reputations can inadvertently be caused by quite innocent postings or images
- be aware and 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.
- I will support and promote the school's e-safety and data protection policies and help students be safe and responsible in their use of the Internet and related technologies.
- I will not accept invitations from children and young people to add me as a friend to their social networking sites, nor will I invite them to be friends on mine. If this happens, I will report it immediately to the IT Manager and through the schools CPLO channels.

6.2. *IT Equipment*

I will

- not use personal digital cameras or camera phones for creating or transferring



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images of children and young people without the express permission of the school leadership team.

- ensure that portable ICT equipment such as laptops, digital still and video cameras are put back in their correct storage locations when not being used.
- not attempt to harm or destroy any equipment or data of another user or network connected to the school system.
- 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.
- not use “USB drives”, portable hard-drives or personal laptops on the network without first discussing it with the IT Manager.
- if equipment is faulty or damaged it report it immediately to the IT manager, I will not attempt to fix it myself.
- not allow pupils to use any printers or equipment that requires specific training to use.

6.3. Network & Web Browsing

I will

- not attempt to gain access to files & folders that I do not explicitly have access to.
- not use the network in any way that would disrupt use of the network by others.
- report any accidental access, receipt of inappropriate materials or filtering breaches/unsuitable websites to the IT Manager
- not download any unapproved software, system utilities or resources from the Internet that might compromise the network or are not adequately licensed.
- not continue using the machine if I find an unattended machine logged on under other users username – I will log it off immediately.
- ensure that I log off after my network session has finished.
- 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.

6.4. Email & Data Privacy

- 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



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are not permitted.

- I will not send or publish material that violates General Data Protection Regulations (GDPR) or breaching the security this act requires for personal data.
- I will ensure that any Personal Data (where the GDPR applies) that is sent over the Internet will be encrypted or otherwise secured. If you intend to do this please ensure the process has first been approved by the IT manager.
- I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.
- I will not reveal any personal information (e.g. home address, telephone number, social networking details) of other users to any unauthorised person. I will not reveal any of my personal information to students.
- I will ensure that all my 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.
- I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the IT Manager.
- 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.

6.5. Additional guidelines:

- I am aware that I must comply with the acceptable use policy of any other networks that they access.
- It is your responsibility to report anything that you suspect may be in breach of these rules to the IT manager

7. 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.



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8. Network Security

Users are expected to inform the IT Manager immediately if a suspected security problem is identified and should not demonstrate this problem to other users. All files held on the school's network are regularly checked and can be access by the System Administrator. Users identified that pose as a security risk will be denied access to the network.

8.1. *Password Policy*

The school has a password policy that staff must adhere to. This is to protect the network from unauthorised attack and to secure our data. Your password must be made up of the following:

- 7 characters or more
- Contains at least 1 number, 1 capitol letter and 1 special character
- Does not contain your name or username
- Is unique to the school's network and not used anywhere else

9. Media Publications

The school is only allowed to post photographs or named photographs of students when explicit permission has been obtained. The school obtains written permission from parents or carers for to be posted online and this list is held centrally on the school management database. Permission must be obtained by checking with the admin team and the photographic usage list on the Schools management database before posting of any images is carried out.

10. Reporting faults

All faults with IT Systems at Chesswood must be reported to the IT Manager, even if it's a fault that can be fixed by yourself, for example, restarting a computer please still report this as it could reoccur or lead to further issues.

If equipment that results from fault or breakage (broken iPad screen, strange noises, smoke) poses an immediate health and safety risk it is your responsibility to minimise the risk exposed and report it. For example:

- Broken iPad screen; put the iPad in a place out of reach of children, then bring it to the IT Manager.
- Strange noise from projector; turn off the projector, at the power source if possible



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and report it to the IT Manager

- Smoke imitating from a computer, sound the fire alarm immediately and if safe to do so isolate the power. Report this to the fire marshal.

11. Agreement to the Acceptable Usage Policy

All staff when starting at Chesswood or re-joining are required to sign and accept the user agreement before using any IT Systems. By using any IT Systems you agree to this policy at all times.

Appendices

End of Document