Acceptable Use Policy

Context

ICT (including data) is integral to Highgate Primary Schools teaching, learning and administration. Use of ICT is covered by various laws, including the Data Protection Act 1998, the Software Copyright, Designs and Patents Act 1988 and Computer Misuse Act 1990. This policy confirms practice that conforms to these laws and protects staff and students. All staff are expected to read and adhere to its contents at all times. Any concerns or clarification should be discussed with a member of the Academy Leadership Team.

Data protection

- All personal information processed automatically or held in a structured filing system is processed in accordance with the Data Protection Act 1998
- Staff are responsible for content on Academy systems and equipment
- Personal use must not undermine work use or provide unauthorised access to data subject to the Data Protection Act
- Never leave confidential data available on the screen, always lock your PC, laptop or other device if it is to be left unattended for any period during, especially in a classroom. Media containing personal data (for example laptops) should never be left unattended in a public place.
- You are neither entitled to gain access to, nor allowed to disclose, any information not related to your specific job role e.g. to disclose personal phone numbers
- All data accessed or transmitted remotely should be encrypted and kept confidential. This includes the transfer of student and staff personal information to other agencies
- Electronic data is covered by the same principles of the Data Protection Act as printed data. Any media containing personal data e.g. laptops, memory sticks or paper copies of data should not be made available to unauthorised persons or left in unsecured places.

Care of Equipment

- Staff are responsible for maintaining ICT equipment in good condition
- Damage to equipment must be reported to ICT Support immediately, including details of any students responsible, where it can be ascertained
- Where damage is caused by negligence it may be necessary to charge all or part of the cost of repair to the staff member.
- Projectors should be turned off immediately after use; PCs and other equipment at the end of the day.

Use of Laptop

Acceptance of a School laptop implies agreement with the following:

- You are responsible for the safe keeping of the laptop and must ensure that you take reasonable precautions to prevent it from being stolen. You should not, for example leave it in plain view in a car, or leave it unattended in any public area.
- You are responsible for licensing any software that you install on the laptop.
- You should backup data stored on the laptop; Highgate takes no responsibility for personal data. Data saved on Highgate network is backed up regularly. Material saved on the laptop must be legal and decent.
- The laptop remains the property of Highgate Primary School and may be recalled for maintenance, updating or reallocation. It should be available, if requested, within 3 working days. When you leave the employment of Highgate it should be returned 2 weeks before your last working day. Any extension to this must be agreed with the Business Manager.
- You should take good care of the laptop; if there is evidence of damage due to negligence or misuse Highgate reserves the right to make a charge to cover repair.

Configuration

Staff should not alter the configuration of any computer without the permission of ICT Support. ICT Support will advise on procedures for home Internet connection of laptops.

Anti-virus

Anti-virus software should be in operation; report any failures or suspicions to ICT Support.

Installation of Software

Do not install software on any school computer (including staff laptops) without the permission of the Business Manager This is to ensure compliance with licensing requirements (Software Copyright, Designs and Patents Act 1988) and to ensure that only compatible software is installed.

Use of student laptops
- ICT Charging units should never be left unlocked
- Students should never be left unattended whilst using IT devices
- Food and drink should not be consumed whilst using IT devices
- Any damaged equipment or equipment that does not work must be reported immediately
- For equipment that is damaged and is under the care of a specific department, ICT Support may charge that department to repair the equipment

Passwords
- Keep passwords secure
- Passwords should not be dictionary words (or names) and need to include punctuation and/or numbers
- Passwords needs to be at least 10 characters long and include upper and lowercase characters
- Password cannot include username
- Personal passwords should not be disclosed (including to colleagues, family members or friends)
- SIMS passwords and network user account passwords should not be the same
- Always lock a computer when leaving it unattended
- Concerns about passwords being compromised should be reported immediately to ICT Support

E-mail
- Check e-mail at least twice each working day
- Difficulties with receiving e-mails should be reported immediately to ICT Support
- E-mails from parents should be acknowledged within 2 working days and dealt with at that time or as soon as possible afterwards
- Attachments can carry viruses or damaging files; open attachments with care, and where there is any doubt contact ICT Support before opening the attachment
- Reading receipts should only be used when specific acknowledgement is required
- Staff e-mail folders are backed up. This does not, however, guarantee that all data will be available; staff should perform their own backups for any data they are dependent on
- Whole staff mailings should only be used when a message is relevant to all staff; otherwise specific group lists should be used; do not send unwanted mass mailings including notices of items for sale

SIMS
- Staff are expected to be able to use SIMS effectively
- Teachers and coaches should record lesson attendance within 10 minutes of the start of each session
- Training is provided for this and the Business Manager is available to provide help in using SIMS
- Technical difficulties with using SIMS should be reported immediately to ICT Support

Use of the Internet
- Internet use within Highgate is monitored and filtered however, inappropriate material may still be accessible. Staff are responsible for material accessed via their account whilst at Highgate, and from their laptop or any other School supplied personal device through another Internet connection.
- Deliberate access to pornographic, indecent or racist material or any other material deemed to be offensive by a reasonable person is unacceptable and will lead to disciplinary proceedings.
- Access to the Internet is intended as a resource for work - it is not generally acceptable to access personal or recreational material during work hours.

Social Networking sites
- Highgate staff should not accept friend requests from students past or present. If you feel this is necessary, you should first seek guidance from a member of the Leadership Team. Be aware that your social media friends may also be friends with students and their family members and therefore could read your post if you do not have appropriate privacy settings.
- Highgate staff should use high security settings on Facebook and similar social networking sites, such that students and parents cannot 'see' information.
- Highgate staff should be aware that all data posted on the internet is potentially (and permanently) in the public domain and should be aware of the impact of this personally and on Highgate, key message: **think before you post**.

Health and Safety
Highgate provides training and advice on using ICT equipment safely. Staff are expected to be familiar with and follow this guidance and are referred to Highgates Health and Safety policy and specific guidance on the safe use of ICT equipment.

Training

ICT competence is a required professional skill. Staff should undertake training where necessary. Highgate will undertake to support the development of personal ICT skills as part of Continuing Professional Development.

Further clarification on these matters are available from the Business Manager, Primary World or Headteacher.

Approved by the Governing Board September 2018