



Peel Park  
Primary School  
and Nursery

*The Path to Success*

# Peel Park Primary School and Nursery

## Acceptable Use of ICT

**Author:** Sharon Longmire  
**Review Date:** September 2023

## Equality Impact Pro-forma

<b>Person responsible for review:</b>	Sharon Longmire	<b>Date of review:</b>	<a href="#">Click or tap here to enter text.</a>
<b>Groups Considered:</b>			
Race/ethnicity	<input checked="" type="checkbox"/>		
Disability	<input checked="" type="checkbox"/>		
Gender	<input checked="" type="checkbox"/>		
Gender orientation	<input checked="" type="checkbox"/>		
Pregnancy/maternity	<input checked="" type="checkbox"/>		
Religion	<input checked="" type="checkbox"/>		
Sexual orientation	<input checked="" type="checkbox"/>		
Age	<input checked="" type="checkbox"/>		
Please detail any opportunities offered by this policy to eliminate prohibited conduct, promote equality of opportunity, foster good relations or advance equalities.			
None identified in an equalities context			
Having reviewed the implications of any proposed changes to, or confirmation of, the policy, are there any concerns that it could have a differential impact on any of the groups identified above? Detail any steps that should be taken to minimise or eliminate any negative impact on these groups:			
None identified			

## Policy Amendment Summary

Acceptable use of ICT

Date:

Next review date: [Click or tap here to enter text.](#)

Summary of amendments since policy introduction:

Date:	Amended by:	Details of amendment
23.9.22	Sharon L	Change Body to Board
		Protection of school equipment, passwords, USB drives

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## Acceptable Use Policy for Staff, Visitors and Governors

**To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification. Staff should also consult unions if they feel necessary.**

This covers the use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

### **I will:**

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Board.
- I will respect system security and I will not disclose any password or security information to anyone other than appropriate system manager.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's E-Safety Policy.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system for any school business. (Outlook)
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to an e-safety co-ordinator.
- I will not download any software, hardware or resources from the Internet without permission or anything that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive); to the network / Internet that does not have up-to-date anti-virus software. I will make sure that any USB flash drives are encrypted for security purposes.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will use the school's Learning Platform in accordance with school advice.
- 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.
- I agree and accept that any laptop or iPad loaned to me by the school is provided solely to support my professional responsibilities.
- I will embed the school's e-safety curriculum into my teaching.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the DSL, DDSL, Headteacher or named persons.

- I will make sure that my school laptop or computer is shut down when not in use for long periods of time to conserve electricity.
- I will take reasonable care to protect any physical equipment (laptops, mobile phones/devices, printers) that I may have access to, both from a device and data security point of view.
- I will take care when handling or using school equipment to ensure that it isn't damaged through accident, dropping or improper use.
- I will make sure that care is taken with any school issued equipment as if it was my own personal property with due respect for the hardware and for protection of the data stored upon it.
- I will make sure that all equipment is locked away. It is not acceptable to leave school issued equipment unattended in public areas.
- I will report any lost or stolen hardware (laptops, Ipads, Chromebooks or USB sticks) to the School Business Manager or ICT Leader immediately to limit the risk of data loss.

**I understand that the following uses of the school's ICT system are prohibited and may amount to gross misconduct and could result in dismissal:**

1. to make, to gain access to, 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 make, to gain access to, and/or for the publication and distribution of material promoting homophobia or racial or religious hatred
3. for the purpose of bullying or harassment, or for or in connection with discrimination or denigration on the grounds of gender, race, religious, disability, age or sexual orientation
4. for the publication and/or distribution of libellous statements or material which defames or degrades others
5. for the publication of material that defames, denigrates or brings into disrepute the school and/or its staff and pupils
6. for the publication and distribution of personal data without authorisation, consent or justification
7. where the content of the e-mail correspondence is unlawful or in pursuance of an unlawful activity, including unlawful discrimination
8. to participate in on-line gambling
9. where the use infringes copyright law
10. to gain unauthorised access to internal or external computer systems (commonly known as hacking)
11. to create or deliberately distribute ICT or communications systems "malware", including viruses, worms, etc.
12. to record or monitor telephone or e-mail communications without the express approval of the Governing Body (or the Chair of Governors). In no case will such recording or monitoring be permitted unless it has been established for that such action is in full compliance with all relevant legislation and regulations (see Regulation of Investigatory Powers Act 2000, below).
13. to enable or assist others to breach the Governors' expectations as set out in this policy

The school permits the use of personal devices for accessing school systems, such as email, if those devices are appropriately encrypted, password and/or biometric secured and are not shared with anyone else

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 (including forwarding hoax virus warnings)
2. in pursuance of personal business or financial interests, or political activities (excluding the legitimate activities of recognised trade unions)
3. to access ICT facilities by using another person’s password, or to post anonymous messages or forge e-mail messages using another person’s identity.

The above restrictions apply to the use of phones, e-mails, text messaging, internet chatrooms, blogs, and personal websites (including personal entries on MySpace, Facebook etc)

- I understand that failure to comply with this agreement could lead to disciplinary action.
- In conjunction with the staff code of conduct and all relevant safeguarding and child protection policies.

I have read, understood and agree with the Code of Conduct.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_