



## THE FOREST FEDERATION

### Staff ICT and Mobile Phone Acceptable Use Policy

#### Purpose

The purpose of technology systems access, including computer, tablet, network, Internet access, email access, telecommunications, and media retrieval within the Forest Federation is to promote educational excellence. Access to technology systems supports the school by providing opportunities for communication, research, collaboration, professional development, and the sharing of successful programs, practices and materials.

#### Users

These guidelines and conditions of use apply to all employees, contractors, governors, parents, guests, or anyone else with access to any technology resources owned and operated by either All Saints' or Needwood Primary schools within the Forest Federation. The use of technology systems is a privilege, not a right, thus all users must agree to the Acceptable Use Policy. As members of a networked community, users have specific responsibilities with regard to the efficient, ethical and legal utilisation of computer devices and network resources and must strictly adhere to the following guidelines and conditions of use.

#### Security

Security on any technology system is a high priority.

- Users are responsible for the proper use of accounts issued to them, such as logon to networks, email, Internet or access to software, and must not provide or display their passwords and login information to anyone, nor leave an application open if password protected when unattended.
- Users should change their passwords regularly and make efforts to use passwords that are unique and not easily guessed.
- Users are responsible for all activity under their account.

Attempts to compromise the security, integrity, or functionality of the system, or possession of tools, while on school or district property, designed to do so, is a violation of this policy. This includes, but is not limited to:

- Intentional uploading or creation of computer viruses.
- Deletion or alteration of other user files or applications.
- Removing protection to gain access to restricted areas.
- Unauthorised blocking of access to information, applications, or areas of the network.
- It is an offence to break into any security system. Financial and legal consequences of such actions are the responsibility of the user.
- If you feel you have identified a security problem on the network, notify the Federation ICT coordinator.
- The use of technology systems must be consistent with, and support, educational objectives. Therefore activity on the network, such as Internet sites accessed, communications via email, forums or chat rooms must support the Schools' ends.
- File space has its limits and users should regularly review and delete unnecessary files, email messages etc.
- Users are responsible for backing-up copies of documents that are important to their jobs. The school will not be responsible for loss of data.
- Using email to send chain letters, advertisements, personal notices, or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people) is in violation of this policy.

#### Privacy

- Communications, including, email, attached documents and images are not private. In theory, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection.
- The Forest Federation has system monitoring software (Policy Central Enterprise) installed on all computer related equipment on the school networks and all activity is being continuously monitored.
- The Forest Federation reserves the right for system administrators to examine, restrict, or remove any material that is on or passes through its technology systems.
- Users are asked to use judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

- Users may not reveal home addresses, personal e-mail addresses or personal phone numbers of colleagues or students.

### **Internet**

- The Internet provides access to schools, people and informational sites all over the world. The educational potential is limitless, however, users must understand that neither The Forest Federation of All Saints' and Needwood 'nor any employee controls the content of the information available on the systems. The school does not condone the use of controversial or offensive materials and cannot be held responsible for such use. The Forest Federation is in compliance with the Child Internet Protection Act (CIPA). Filtering services are in use on all devices with access to the Internet.
- Users are expected to take individual responsibility for their appropriate use of the Internet.
- Student use of the Internet must be supervised and adults must be aware that filtering does not guarantee that students will not access inappropriate sites.
- All communications must be polite and use appropriate language. Swearing and vulgar language are considered inappropriate and are a violation of this agreement.
- Messages relating to, or in support of, illegal activities may be reported to local authorities.
- Employees and students, under the direction of the Executive Headteacher, may publish materials on the Internet when relevant to school-related activities. In publishing information on the Internet, users must adhere to all previously stated conditions and guidelines as well as the following:
  - An Internet web page may include pictures of students or items of student work but no names must be used with the photographs.
  - No web page will be linked to a personal web address on another server.
  - Copyright laws must be adhered to. Permission to copy or use materials must be obtained from the copyright owner and must be cited. The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials.
  - The unauthorised installation, use, storage, or distribution of copyrighted software or materials on district systems is forbidden.

Some examples of unacceptable use of school systems include:

- Conducting commercial activities, product advertisement, political lobbying, or unethical/illegal solicitation.
- Supporting illegal activities, such as the illegal sale or use of drugs or alcohol, criminal gang activity or threats, intimidation or harassment of any other person. or for any activity prohibited by district policy.
- Accessing, distributing or selling files or web sites that contain pornographic or obscene pictures, videos, stories, or other material; or exposing others to such material.
- Purchasing goods or services, without authorisation, that requires you to submit a credit card number, or obligates the school to another party. The School will not be held responsible for any financial obligations for goods or services purchased over the Internet or via telephone conversation without appropriate authorisation.
- Responding to any messages, files, Web sites that solicit personal information about you or someone else, or requesting a personal contact with you or another user.

Technology, including the Internet and network access, is designed for educational purposes. It is impossible for the Forest Federation to restrict access to all controversial materials,

### **MOBILE PHONE COMMUNICATION AND INSTANT MESSAGING**

- Mobile phones will be stored in school cupboards and personal calls are to only be taken off site or in the office areas / staffroom where no misunderstandings can be had.
- Photographs and videos of pupils should not be taken with mobile phones.
- Staff are advised not to give their home telephone number or their mobile phone number to pupils. Mobile phone communication should be used sparingly and only when deemed necessary such as on a school visit.
- Staff are advised not to make use of pupils' mobile phone numbers either to make or receive phone calls or to send to or receive from pupils text messages.
- Staff should only communicate electronically with pupils from school accounts on approved school business, e.g. homework.
- Staff should not enter into instant messaging communications with pupils.

- Caution should be taken with Facebook / my space type activities in line with conduct requirements.
- Parent helpers are linked to a classroom and should place bags / phones in the class cupboard, or they should store their bags and mobile phones in the staffroom.
- Visitors will be asked to keep mobile phones in bags and to only use them for personal use off site or in the offices / staffroom.
- Mobile phones will be on silent during the day.

### **Consequences**

Violation of any of the conditions of this acceptable use policy may be cause for disciplinary action, which may include the suspension of accounts for investigation. Inappropriate conduct or misuse of School systems may be subject to restitution for costs associated with hardware, software, and system restoration. If you do not understand the information contained within this policy please contact a member of the Federation Leadership team immediately.