



# ICT Acceptable Use (Staff)

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## Statement of intent

**Odyssey Collaborative Trust** believes that ICT plays an important part in both teaching and learning over a range of subjects, and the school/trust accepts that both school/trust-owned and personal electronic devices are widely used by members of staff. The school and trust is committed to ensuring that both staff and pupils have access to the necessary facilities and support to allow them to carry out their work.

The Trust has a sensible and practical approach that acknowledges the use of devices, and this policy is intended to ensure that:

- Members of staff are responsible users and remain safe while using the internet.
- ICT systems and users are protected from accidental or deliberate misuse which could put the security of the systems and/or users at risk.
- Members of staff are protected from potential risks in their everyday use of electronic devices.
- A process is in place for claiming financial payments when electronic devices are lost or damaged by members of staff.

Personal use of ICT equipment and personal devices is permitted at the school; however, this is strictly regulated and must be done in accordance with this policy, and the Social Media Policy and Online Safety Policy.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- Computer Misuse Act 1990
- Communications Act 2003
- Freedom of Information Act 2000
- Human Rights Act 1998
- Voyeurism (Offences) Act 2019
- The UK General Data Protection Regulation (UK GDPR)

This policy operates in conjunction with the following policies:

- Data Protection Policy
- Freedom of Information Policy
- Complaints Procedures Policy
- Disciplinary Policy and Procedure
- Confidentiality Policy
- Records Management Policy

## 2. Roles and responsibilities

The Trust has responsibility for the overall implementation of this policy, ensuring it remains compliant with relevant legislation.

**The Trust is responsible for:**

- Reviewing and amending this policy with ICT the and DPO, taking into account new legislation, government guidance and previously reported incidents, to improve procedures.

**The Headteacher is responsible for:**

- The day-to-day implementation and management of the policy.
- The overall allocation and provision of resources.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Informing staff that the school/trust reserves the right to access personal devices for the purpose of ensuring the effectiveness of this policy.

**The ICT technician is responsible for:**

- Carrying out daily checks on internet activity of all user accounts and to report any inappropriate use to the headteacher.
- Monitoring the computer logs on the network and to report any logged inappropriate use to the headteacher/CEO.
- Remotely viewing or interacting with any of the computers on the network. This may be done randomly to implement this policy and to assist in any difficulties.
- Ensuring routine security checks are carried out on all trust/school-owned and personal devices that are used for work purposes to check that appropriate security measures and software have been updated and installed.
- Ensuring that, though appropriate steps will be taken to ensure personal information is not seen during security checks, staff are made aware of the potential risks.
- Accessing files and data to solve problems for a user, with their authorisation.
- Adjusting access rights and security privileges in the interest of the protection of the school's data, information, network and computers.
- Disabling user accounts of staff who do not follow this policy, at the request of the headteacher/CEO.
- Assisting staff with authorised use of the ICT facilities and devices, if required.
- Immediately reporting any breach of personal devices to the DPO.
- Ensuring that all trust/school-owned and personal electronic devices have security software installed, to protect sensitive data in cases of loss or theft.
- Ensuring that all trust/school-owned devices are secured and encrypted in line with the school's Data Protection Policy.
- Ensuring that all devices connected to the school network and internet are encrypted.
- Ensuring all staff are aware of, and comply with, the data protection principles outlined in the school's Data Protection Policy.

**Employees are responsible for:**

- Requesting permission from the CEO (if central team), headteacher or ICT technician, subject to their approval, before using school-owned devices for personal reasons during school hours.
- Requesting permission to loan school/trust equipment and devices from the headteacher or CEO
- Requesting permission from their manager (CEO or headteacher), subject to their approval, before using personal devices during work hours and ensuring these devices are submitted for security checks.
- Ensuring any personal devices that are connected to the school network are encrypted in a manner approved by the DPO.

- Reporting misuse of ICT facilities or devices, by staff or pupils, to the headteacher/CEO.
- Reading and signing a Device User Agreement to confirm they understand their responsibilities and what is expected of them when they use school-owned and personal devices.

**The SBM is responsible for:**

- Maintaining a Fixed Asset Register to record and monitor the school's assets.
- Following Trust procedures for procurement and ensuring value for money is secured when purchasing electronic devices.
- Monitoring purchases made under the Finance Policy.
- Overseeing purchase requests for electronic devices.

### **3. Acceptable use**

This policy applies to any computer or other device connected to the trust or school's network and computers. This includes using devices to work offsite/from home.

The trust or school may monitor the use of all ICT facilities and electronic devices. Members of staff will only use school-owned and approved personal devices for work duties and educational purposes. The duties for which use is permitted include, but are not limited to, the following:

- Preparing work for lessons, activities, meetings, reviews, etc.
- Researching any school-related task
- Any school encouraged tuition or educational use
- Collating or processing information for school business
- Communicating with other members of staff, such as contacting the school office for assistance.

Inappropriate use of school-owned and personal devices could result in a breach of the school's Data Protection Policy.

Inappropriate use of school-owned and personal devices could result in a breach of legislation, including the UK GDPR and Data Protection Act 2018.

Any member of staff found to have breached the school's Data Protection Policy or relevant legislation will face disciplinary action.

Staff will always be an example of good practice to pupils, serving as a positive role model in the use of ICT and related equipment.

Since ICT facilities are also used by pupils, the school will have acceptable use agreements in place for pupils – staff responsible will ensure that pupils comply with these.

Pupils found to have been misusing the ICT facilities will be reported to the headteacher.

School-owned electronic devices will not be used to access any material which is illegal, inappropriate, or may cause harm or distress to others.

Any illegal, inappropriate or harmful activity will be immediately reported to the headteacher.

Members of staff will not:

- Open email attachments from unknown sources.
- Use programmes or software that may allow them to bypass the filtering or security systems.

- Give their home address, phone number, social networking details or email addresses to pupils or parents – contact with parents will be done through authorised school contact channels.
- Take their allocated classroom mobile phone out of the school premises, unless permitted by the headteacher.

All data will be stored appropriately in accordance with the Trust's Data Protection Policy.

Members of staff will only use school-owned electronic devices to take pictures or videos of people who have given their consent.

Trust/School-owned electronic devices will not be used to access personal social media accounts.

Personal electronic devices will not be used to communicate with pupils or parents, including via social media.

Staff will ensure they:

- Express neutral opinions when representing the school online.
- Avoid disclosing any confidential information or comments regarding the school, or any information that may affect its reputability.
- Have the necessary privacy settings are applied to any social networking sites.

Images or videos of pupils, staff or parents will only be published online for the activities which consent has been sought.

Copyrighted material will not be downloaded or distributed.

Trust/School-owned devices will be taken home for work purposes only, once approval has been sought from the CEO/Headteacher. Remote access to the school network will be given to staff using these devices at home.

Trust/School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment, or if requested to do so by the headteacher.

Private business will not be mixed with official duties, e.g. work email addresses will be reserved strictly for work-based contacts only.

Should staff need to use work telephones for personal use, authorisation will be sought from the headteacher/CEO. This authorisation will be requested on each occasion. The exception to authorisation is the use of the telephone system to make personal emergency calls; however, staff will notify the headteacher/CEO after the call.

Personal use of school-owned equipment can be denied by the headteacher/CEO at any time. This will typically be because of improper use or over-use of school facilities for personal reasons. A charge may be made for using equipment if the values are significant.

Where permission has been given to use the school equipment for personal reasons, this use will take place during the employee's own time, e.g. during lunchtime or after school. Where this is not possible, or in the case of an emergency, equipment can be used for personal reasons during work hours provided that disruption to the staff member's work, and the work of others, is minimal.

Abuse of ICT facilities or devices could result in privileges being removed. Staff will be aware of acceptable ICT use, and misuse of the facilities, as defined in this policy, will be reported to the Headteacher/CEO.

More details about acceptable use can be found in the staff Technology Acceptable Use Agreement and Device User Agreement.

Failure to adhere to the rules described in this policy may result in disciplinary action, in line with the Disciplinary Policy and Procedure.

#### **4. Emails and the internet**

Unprofessional messages will not be tolerated. All emails will be written in a professional tone and will be proof read by the staff member sending the email to ensure this prior to sending.

Abusive messages will not be tolerated – any instant of abuse may result in disciplinary action.

If any email contains confidential information, the user will ensure that the necessary steps are taken to protect confidentiality.

The school/trust will be liable for any defamatory information circulated either within the school/trust or to external contacts.

The email system and accounts will never be registered or subscribed to spam or other non-work-related updates, advertisements or other personal communications. Work email addresses will not be shared without confirming that they will not be subjected to spam or sold on to marketing companies.

All emails being sent to external recipients will contain the trust standard confidentiality notice. That notice will normally be configured as a signature by the ICT technician and will not be removed.

Personal email accounts will only be accessed via school/trust computers outside of work hours and only if they have built-in anti-virus protection approved by the ICT technician. Staff will ensure that access to personal emails never interferes with work duties.

Staff linking work email accounts to personal devices, subject to the headteacher's/CEO approval, will sign the Device User Agreement and submit their devices for routine security checks on a termly basis.

The types of information sent through emails to a personal device will be limited to ensure the protection of personal data, e.g. pupils' details.

Contracts sent via email or the internet are as legally binding as those sent on paper. An exchange of emails can lead to a contract being formed between the sender, or the school/trust, and the recipient. Staff will never commit the school/trust to any obligations by email or the internet without ensuring that they have the authority to do so.

Any suspicious emails will be reported to the headteacher/CEO.

#### **5. Portable equipment**

All data on school/trust-owned equipment will be synchronised with the server and backed up once per month.

Portable school/trust-owned electronic devices will not be left unattended, and instead will be kept out of sight and securely locked away when they are not in use. Devices should not be left overnight in vehicles. Portable equipment will be transported in its protective case, if supplied.

Where the school/trust provides mobile technologies, such as phones, laptops and personal digital assistants, for off-site visits and trips, staff will only use these devices.

## 6. Personal devices

All personal devices that are used to access the school's online portal, systems or email accounts, e.g. laptops or mobile phones, will be declared and approved by the headteacher before use and submitted for the routine checks outlined in Safety and security section of this policy.

Staff using their own devices will sign an agreement stating that they understand the requirement for routine security checks to take place and the possibility of their personal information being seen by the ICT technician. They will be required to provide consent to their device being accessed – if consent is refused, they will not be permitted to use a personal device.

Approved devices will be secured with a password or biometric access control, e.g. fingerprint scanner.

Members of staff will not contact pupils or parents using their personal devices.

Personal devices will only be used for off-site educational purposes when mutually agreed with the headteacher.

Inappropriate messages will not be sent to any member of the school community.

Permission will be sought from the owner of a device before any image or sound recordings are made on their personal device. Consent will also be obtained from staff, pupils and other visitors if photographs or recordings are to be taken.

Members of staff bringing personal devices into school will ensure that there is not any inappropriate or illegal content on their device.

During lesson times, unless required for the teaching activity being undertaken, personal devices will be kept secure and safe.

## 7. Cloud-based storage

Data held in remote and cloud-based storage is still required to be protected in line with the UK GDPR and DPA 2018; therefore, members of staff will ensure that cloud-based data is kept confidential and no data is copied, removed or adapted.

## 8. Unauthorised use

Staff will not be permitted, under any circumstances, to:

- Use the ICT facilities for commercial or financial gain without the explicit written authorisation from the headteacher/CEO.
- Physically damage ICT and communication facilities or school/trust-owned devices.
- Relocate, take off-site, or otherwise interfere with the ICT facilities without the authorisation of the ICT technician or Headteacher. Certain items are asset registered and security marked; their location is recorded by the SBM for accountability. Once items are moved after authorisation, staff will be responsible for notifying the SBM of the new location. The exception to this point is when items are moved to the designated secure room for insurance purposes over holiday periods.
- Use or attempt to use someone else's user account. All users of the ICT facilities will be issued with a unique user account and password. The password will be changed every **six months**. User account passwords will never be disclosed to or by anyone.

- Use the ICT facilities at any time to access, download, send, receive, view or display any of the following:
  - Any material that is illegal
  - Any message that could constitute bullying, harassment (including on the grounds of sex, race, religion/religious belief, sexual orientation or disability) or any negative comment about other persons or organisations
  - Online gambling
  - Remarks, which may adversely affect the reputation of any organisation or person, whether or not you know them to be true or false
  - Any sexually explicit content, or adult or chat-line phone numbers
- Generate messages or documents that appear to originate from someone else, or otherwise impersonate someone else.
- Install hardware or software without the consent of the ICT technician or the headteacher/CEO.
- Introduce any form of stand-alone software or removable hardware likely to cause malfunctioning of the ICT facilities or that will bypass, over-ride or overwrite the security parameters on the network or any of the school's computers.
- Use or attempt to use the trust/school's ICT facilities to undertake any form of piracy, including the infringement of software licenses or other copyright provisions whether knowingly or not. This is illegal.
- Purchase any ICT facilities without the consent of the ICT technician or headteacher/CEO. This is in addition to any purchasing arrangements followed according to the Finance Policy.
- Use or attempt to use the school's phone lines for internet or email access unless given authorisation by the headteacher/CEO. This will include using or attempting to use any other form of hardware capable of telecommunication, regardless of ownership.
- Use the internet for any auctioning activity or to purchase items unless given authority to do so by the headteacher/CEO. This is in addition to any purchasing arrangement followed according to the Finance Policy.
- Knowingly distribute or introduce a virus or harmful code onto the school's network or computers. Doing so may result in disciplinary action, including summary dismissal.
- Use the ICT facilities for personal use without the authorisation of the headteacher/CEO. This authorisation will be requested on each occasion of personal use.
- Copy, download or distribute any material from the internet or email that may be illegal to do so. This can include computer software, music, text, and video clips. If a staff member it is not clear that they have permission to do so, or if the permission cannot be obtained, they will not download the material.
- Use, or attempt to use, the communication facilities to call overseas without the authorisation of the headteacher/CEO.
- Obtain and post on the internet, or send via e-mail, any confidential information about other employees, the school/trust, its customers or suppliers.
- Interfere with someone else's use of the ICT facilities.
- Be wasteful of ICT resources, particularly printer ink, toner and paper.
- Use the ICT facilities when it will interfere with their responsibilities to supervise pupils.
- Share any information or data pertaining to other staff or pupils at the school with unauthorised parties. Data will only be shared for relevant processing purposes.
- Operate equipment to record an image beneath a person's clothing with the intention of observing, or enabling another person to observe, the victim's genitals or buttocks without their knowledge or consent, whether exposed or covered by underwear – otherwise known as "upskirting".

Any unauthorised use of email or the internet will likely result in disciplinary action, including summary dismissal, in line with the Disciplinary Policy and Procedure.

If a member of staff is subjected to, or knows about harassment, up skirting or bullying that has occurred via staff email or through the use of school-owned devices, they will report this immediately to the headteacher/CEO.

## 9. Safety and security

The workplace network will be secured using firewalls in line with the Data and Cyber-security Breach Prevention and Management Plan.

Filtering of websites, as detailed in the Data and Cyber-security Breach Prevention and Management Plan, will ensure that access to websites with known malware are blocked immediately and reported to the ICT technician.

Approved anti-virus software and malware protection will be used on all approved devices and will be updated on a **termly** basis.

The school/trust will use mail security technology to detect and block any malware transmitted via email – this will be reviewed on a **termly** basis.

Members of staff will ensure that all trust/school-owned electronic devices are made available for anti-virus updates, malware protection updates and software installations, patches or upgrades, on a **termly** basis.

Approved personal devices may be requested by the ICT technician, so that appropriate security and software updates can be installed to prevent any loss of data. Consent for such access will be obtained before the approval of a device – if consent is refused, the school/trust reserves the right to decline a request to use a personal device.

Records will be kept detailing the date and time, owner of a device and device type, on which the routine checks have taken place – these will be stored in a secure location.

Programmes and software will not be installed on trust/school-owned electronic devices without permission from the ICT technician.

Staff will not be permitted to remove any software from a trust/school-owned electronic device without permission from the ICT technician.

Members of staff who install or remove software from a trust/school-owned electronic device without seeking authorisation from the ICT technician, may be subject to disciplinary measures.

All devices will be secured by a password or biometric access control.

Passwords will be kept confidential and must not be shared with pupils, unauthorised members of staff or third parties.

Devices will be configured so that they are automatically locked after being left idle for a set time. This will be no more than **5 minutes** for mobile or other portable devices and **15 minutes** for desktop computers or laptops.

All devices must be encrypted using a method approved by the DPO.

Further security arrangements are outlined in the Data and Cyber-security Breach Prevention and Management Plan.

## 10. Loss, theft and damage

For the purpose of this policy, “**damage**” is defined as any fault in a school-owned electronic device caused by the following:

- Connections with other devices, e.g. connecting to printers which are not approved by the ICT technician
- Unreasonable use of force
- Abuse
- Neglect
- Alterations
- Improper installation

The trust/school’s insurance will cover school-owned electronic devices that are damaged or lost, **during school hours, if they are being used on the school premises.**

Staff members will use school-owned electronic devices within the parameters of the trust/school’s insurance cover – if a trust/school-owned electronic device is damaged or lost **outside of school hours and/or off-site**, the member of staff at fault may be responsible for paying damages.

Any incident that leads to a trust/school-owned electronic device being lost will be treated in the same way as damage.

The headteacher/CEO will decide whether a device has been damaged due to the actions described above.

The ICT technician will be contacted if a school-owned electronic device has a technical fault.

If it is decided that a member of staff is liable for the damage, they may be required to pay a minimum of 50 percent of the total repair or replacement cost (100% if damage is negligible). A written request for payment will be submitted to the member of staff who is liable to pay for damages.

If the member of staff believes that the request is unfair, they can make an appeal to the headteacher/CEO, who will make a final decision within **two weeks**.

In cases where the headteacher/CEO decides that it is fair to seek payment for damages, the member of staff will be required to make the payment within **six weeks** of receiving the request.

If a school-owned device is lost or stolen, or is suspected of having been lost or stolen, the DPO will be informed as soon as possible to ensure the appropriate steps are taken to delete data from the device that relates to the school, its staff and its pupils, and that the loss is reported to the relevant agencies.

The school will not be responsible for the loss, damage or theft of any personal device, including phones, cameras, tablets, removable media, etc.

## 11. Implementation

Staff will report any breach of this policy to the headteacher/CEO.

Regular monitoring and recording of email messages will be carried out on a random basis.

The ICT technician will check computer logs on the school network on a **termly** basis.

Unsuccessful and successful log-ons will be logged on every computer connected to the school's network.

Unsuccessful and successful software installations, security changes and items sent to the printer will also be logged.

The ICT technician may remotely view or interact with any of the computers on the school's network. This may be used randomly to implement this policy and to assist in any difficulties.

The trust/school's network has anti-virus software installed with a centralised administration package; any virus found will be logged to this package.

All users of the database system will be issued with a unique individual password. Staff will not, under any circumstances, disclose this password to any other person.

Attempting to access the database using another employee's user account and/or password without prior authorisation will likely result in disciplinary action, including summary dismissal.

User accounts will be accessible by the headteacher/CEO and the ICT technician.

Users will be required to familiarise themselves with the requirements of the UK GDPR and Data Protection Act 2018, and to ensure that they operate in accordance with the requirements of the regulations and the Data Protection Policy.

Any breach of the rules in this policy may result in disciplinary action, which may lead to dismissal.

A misuse or breach of this policy could also result in criminal or civil actions being brought against the persons involved or the trust/school.

## **12. Monitoring and review**

This policy will be reviewed by the Trust every two years or sooner if required.

Any changes or amendments to this policy will be communicated to all staff members by the headteacher/CEO.

## Staff Declaration Form

All members of staff are required to sign this form before they are permitted to use electronic devices that are owned by the school.

By signing this form, you are declaring that you have read, understood and agree to the terms of the Staff ICT and Electronic Devices Policy which must be read.

Members of staff are required to re-sign this declaration form if changes are made to the policy.

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I have read the Staff ICT and Electronic Devices Policy and understand that:

- Trust/School equipment must not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher/CEO.
- Illegal, inappropriate or unacceptable use of trust/school or personal equipment will result in disciplinary action.
- The trust/school reserves the right to monitor my work emails, phone calls, internet activity and document production.
- Passwords must not be shared and access to the trust/school's computer systems must be kept confidential.
- I must act in accordance with this policy at all times.

<b>Name of staff</b>	
<b>Job title</b>	
<b>School/Trust</b>	
<b>Signed</b>	
<b>Date signed</b>	

**PLEASE NOTE IF YOU HAVE RECEIVED THIS FORM VIA EVERY AND TICK THE BOX TO CONFIRM RECEIPT, YOU ARE DECLARING THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO THE TERMS OF THE STAFF ICT AND ELECTRONIC DEVICES POLICY WHICH MUST BE READ.**