Staff, Governor and Visitor
Acceptable Use Agreement / Code of Conduct

All individuals associated with Crane Park Primary School (the School) have the opportunity to use the School's extensive ICT resources. To qualify to use these resources all users need to read and agree to the terms of this ICT user agreement.

The School strongly supports the use of ICT and every effort will be made to provide reliable resources to all users, however inappropriate and/or illegal use of any ICT resource is strictly prohibited.

Please take some time to read the following document carefully. Listed are the provisions of the agreement, if any user violates this agreement access to ICT resources will be denied and the user may be subject to disciplinary action.

Acceptable Use: All Users

1. Personal Responsibility

As a representative of the School you will accept personal responsibility for reporting misuse of ICT resources to a member of the Senior Leadership Team. Misuse may come in many forms, but is commonly viewed as any information sent, received or viewed that indicates or suggests pornography, unethical or illegal activities, racism, sexism, inappropriate language or any use of which may be likely to cause offence.

2. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to the following:

- **BE POLITE.** Never send or encourage others to send, messages with abusive material.
- **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of The School. Never use inappropriate language. Discussion of Illegal activities is strictly prohibited.
- **PRIVACY.** Do not reveal any personal information to anyone especially the home address or personal details of yourself or any others.
- **E-MAIL.** Electronic Mail (E-Mail) is not guaranteed to be private. Messages are screened for inappropriate material, and although in most cases this takes place automatically, your message may be individually screened. Messages supporting illegal or inappropriate activities may be reported to the relevant authorities.
- **DISRUPTIONS.** Do not use the ICT resources in a way that could be disruptive to others.
- **OTHER CONSIDERATIONS.** Remember that humour and satire are very easily misinterpreted. Respect the rights and beliefs of others.

3. Services

The School makes no guarantees of any kind whether expressed or implied for the ICT service that is provided. The School denies any responsibility for the validity or accuracy of any information obtained by its internet services. We do not recommend or endorse the storage of data outside of our network. If information is stored locally, for example on a laptops, the individual user is responsible for ensuring that their data is securely backed up.

4. Security

Security on our ICT services is very important. If you discover a security problem, please inform a member of the IT Department as soon as possible. Never demonstrate this problem to another user. All use of the ICT systems must be under your own username and password. Anyone found to be sharing accounts and passwords may have their access blocked. Any user identified as a security risk may have their access blocked and be subject to a disciplinary action.

5. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or any other networks that are connected to the system. This includes but is not limited to, uploading and/or creation of computer viruses, the wilful damage of computer hardware and deletion of data.

6. Electronic Mail & Messaging

An official email address will be provided to all staff members. This is the only email account which should be used to conduct work. Users are expected to use these services in a responsible manner. The sending of any emails that breach the terms of the IT User Agreement will result in disciplinary actions. Bulk sending of email without prior permission (spamming) is also forbidden.

7. Monitoring

All users email and system accounts have been provided to them by The School and should not be considered personal accounts. They are loaned to the indivdual for duration of the time at The School in order to undertake specific activities. The School reserves the right to monitor activity, using both automated systems (scanning for file types, file content) and manually.

Where there is sufficient reason to do so appropriate individuals will be granted access to the accounts.

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8. Disciplinary Consequences

- If the rules of the Acceptable Usage Policy are broken users will have their computer privileges removed, this includes logon abilities, access to email and access to the internet. Depending on the severity of the issue one or more of the above restrictions may be implemented.
- If a Staff member breaches the Acceptable Usage Policy any incident will be reported to HR and the Senior Leadership Team for further action.

Acceptable Use: Workforce, Governors and Volunteers.

The use of ICT resources must be in support of the role perform for The School. You are personally responsible for this provision at all times when you use any of the ICT resources.

By using any of The School IT equipment after reading this ICT user Agreement means that you understand and *accept these terms and conditions listed below Any breach of these conditions may lead to disciplinary proceedings.*

I. I understand that WhatsApp is not an approved communication channel for the school. As this is not a school-controlled platform, The school is not able to monitor or easily access the information held. This can cause issues if there were to be a Subject Access or Freedom of Information Request. Any existing WhatsApp group containing staff should not show any affiliation with the school via the name. The approved communication channels are school email/phone call/google chat

II. I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.

III. My passwords will be "strong" in nature, and include capitals, lower case, number, and symbol and be of least 8 characters long. If I suspect it has been compromised, then I will change it immediately.

IV. I will ensure that I am the only one who uses my user Account and understand that anything undertaken while I am logged in, I will be held responsible for.

V. I will not autosave my password or log in details for any the School systems, as this negates the effectiveness of the password.

VI. I will lock my computer screen whenever I leave it unattended.

VII. I will ensure that all electronic communications are compatible with my professional role.

VIII. If I receive a suspicious email, I will report it before clicking on any links, downloading any attachments or entering my user details. When I report it, I will not forward the email but send a screen shot.

IX. My personal social media accounts will not show a direct link with the School, and I understand that whatever I post can be seen, therefore if I am identifiable content will be of a professional nature.

X. I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.

XI. I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs. Under no circumstances should the operating system or installed applications on any school provided devices be modified by the user in any way.

XII. I will always check if I should be CC'ing Bcc'ing recipients and that the correct email address, and attachment has been selected.

XIII. I will transfer personal data by email securely e.g., using egress, or password protecting it. The password will be sent in a sperate email.

XIV. I understand that anything I write in an email or document about an identifiable person can be requested via a Subject Access Request and read by that indivdual. Therefore, would not write anything that I would not want that person to read, could bring the organisation in disrepute or is counter to the staff code of conduct.

XV. I will consider if the communications I send breach confidentiality or the Data Protection Act, by asking "should the recipient view this information".

XVI. I understand that I can cause a Data Protection breach by destroying or corrupting data and all data should be held in line with The School's data retention schedule.

XVII. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

XVIII. I will support the School's approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the organisation or its community' onto my own social media platforms.

XIX. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Senior Leadership Team.

XX. I will respect copyright and intellectual property rights and will ensure that any images that I use are not subject to copyright. These includes images found internet searches.

XXI. I will ensure that my online activity, both in work and outside work, will not bring The School my professional reputation, or that of others, into disrepute.

XXII. I will alert the school designated safeguarding lead if I feel the behaviour of any child may be a cause for concern.

XXIII. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the designated Child protection lead.

XXIV. I will not use the School's ICT systems for any commercial activities, such as work for a for-profit organisation.

XXV. When using personal devices please ensure that the device has anti-virus in place that has been updated to limit potential vulnerabilities.

XXVI. We appreciate that others may use the personal devices you access the system with however please ensure that you are the only person who can access your user Accounts and that you understand that anything undertaken while you are logged in, will be considered done by you.

XXVII. will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the staff-only drive within school.

School Workforce Only

I. I will only use the school's email (LGFL StaffMail)/ Internet / Intranet / and any related technologies for professional purposes or for uses deemed acceptable by the Headteacher or Governors.

II. I will ensure that personal data is kept secure and is used appropriately, whether in the school, or when working remotely. Personal data should be stored on the server (Data, Admin Shared etc) or Google Drive.

III. I will only access school resources remotely (such as from home) using Google Drive and follow e-security protocols to interact with them.

IV. I will not install any hardware or software without the permission of the IT Department.

Governors Only

- Governing Body documentation is stored electronically on the school server, Google Drive or securely in hard copy in line with the School's Document Retention Policy. Personal copies of documents should be retained in line with the school data retention schedule.
- Any information downloaded from the shared portal onto a personal device should be deleted upon the completion of the task, including from the temporary internet files.

- Only School provided email accounts should be used for school business. This prevents subject access requests to personal email accounts and facilitates compliance with any email retention period. Please note, that this email account can be monitored by appropriate individuals if there is due cause.

Print Name:	Sign:
Date:	