

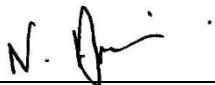


# Pennine Academies Yorkshire

## ICT Acceptable Use Policy

Date Policy Written:	December 2020
Date Policy Ratified:	9 December 2020
Date Policy to be Reviewed:	December 2021

Signed by:



Chair of Trustees

Date: 9 December 2020

At Pennine Academies Yorkshire we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at, Pennine Academies Yorkshire. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect or bullying.

## **POLICY STATEMENT**

The Trustees at Pennine Academies Yorkshire recognise the use of its ICT and communications facilities as an important resource for teaching, learning and personal development and as an essential aid to business efficiency. It actively encourages staff to take full advantage of the potential for ICT and communications systems to enhance development in all areas of the curriculum and school administration. It is also recognised by the Trustees that along with these benefits there are also responsibilities, especially for ensuring that children are protected from contact with inappropriate material.

In addition to their normal access to the school's ICT and communications systems for work-related purposes, the Trustees permit staff limited reasonable personal use of ICT equipment and e-mail and internet facilities during their own time subject to such use:

1. not depriving pupils of the use of the equipment and/or
2. not interfering with the proper performance of the staff member's duties

Whilst the school or trusts ICT systems may be used for both work-related and for sole personal use, the Governing Body expects use of this equipment for any purpose to be appropriate, courteous and consistent with the expectations of the Governing Body at all times.

This policy document is issued to all staff during their induction where they will be provided with laptops, tablets, mobile phones (where applicable) and passwords giving access to the ICT network and cloud solutions

This policy should be read with and used in conjunction with the school safeguarding policy.

### **Policy coverage**

This policy covers the use by staff of all schools or trust owned ICT and communications equipment, examples of which include:

- Laptops, tablets and personal computers;
- ICT network facilities;
- Mobile phones and smartphones;
- Cloud storage & email;
- Image data capture and storage devices including cameras, and video equipment.

This list is not exhaustive.

The policy covers the use of all ICT and communications equipment provided for work purposes and equipment which is on loan to staff by the school for their sole personal use.

## The use of Pennine Academies Yorkshire ICT and Communications Facilities

### Use of School & Trust ICT Equipment

Staff who use the school or trust's ICT and communications systems:

- Must use it responsibly;
- Must keep it safe;
- Must not share and treat as confidential any passwords provided to allow access to ICT equipment or cloud storage and email;
- Must report any known breach of password confidentiality to the head teacher or Trust ICT Manager as soon as possible;
- Must report known breaches of this policy, including any inappropriate images, illegal content or other material which may be discovered on the school's ICT systems;
- Must report to the head teacher (or ICT Manager) any vulnerabilities affecting child protection/ safeguarding in the school's ICT and communications systems;
- Must not install software on the school's equipment, including freeware and shareware, unless authorised to do so by the Trust ICT Manager;
- Must comply with any ICT security procedures governing the use of systems in the school, including anti-virus measures;
- Must ensure that it is used in compliance with this policy.

Any equipment provided to a member of staff is provided for their sole personal use. Use of the equipment by family or friends is **not** permitted and any misuse of the equipment by unauthorised users will be the responsibility of the staff member. All equipment loaned to a staff member remains the property of the school trust and is subject to return on request of the ICT Team, for regular maintenance

Whilst it is not possible to cover all eventualities, the following information is published to guide staff on the expectations of the Governing Body. Any breaches of this policy or operation of the school's equipment outside statutory legal compliance may be grounds for disciplinary action being taken.

## **E-mail and Internet and Communications systems usage**

The following use of the school's ICT system is strictly prohibited and may amount to gross misconduct. (This 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 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 or video conferencing without the express approval of the Local Committee (or the Chair of the Local Committee) is not permitted. 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. (*Regulation of Investigatory Powers Act 2000- "Ancillary to their provision of ICT facilities the Governing Body asserts the employer's right to monitor and inspect the use by staff of any computer (including e-mails) or telephonic communications systems and will do so where there are grounds for suspecting that such facilities are being, or may have been, misused."*)
13. To enable or assist others to breach the trustees' expectations as set out in this policy. 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.

**Note:** The above restrictions apply to the use of phones, e-mails, text messaging, internet chat rooms, blogs, and personal websites (including personal entries on social networks e.g. Tiktok, Facebook, Twitter etc).

### **Cloud Communications & Storage**

When using cloud based systems, as far as possible this should be done using authorised school equipment where possible. However, where one may need to access cloud based systems, users must ensure they exercise adequate security proportions, never saving passwords and logging out when they have finished.

The Trusts preferred platform for video conferencing is Google Meet, when initiating a meeting, internally staff must ensure they are using their Trust Gsuite account. If the staff member is initiating a meeting with an external party, where possible they should use their trust Gsuite account.

If an external company is only able to provide support / training on an alternative platform please ensure the ICT Manager is aware in advance to ensure filtering allows staff to do so.

Staff where possible should store all data on the Trusts cloud storage solution (Google drive) this is to prevent any data loss in the event of lost or stolen school and trust devices. The use of USB storage devices is not permitted

The Trusts preferred platform for delivering remote teaching is google classroom each member of staff has a unique logon and where necessary a classroom assigned to them with their pupils in. All pupils are assigned a unique username to access their home learning

### **Use of Personal phones and other ICT equipment**

The use of personal phones, tablets & laptop computers is not permitted in any part of the school that pupils use, this includes classrooms, corridors, shared areas and halls. The use of personal devices is not permitted during working hours unless the user is on a break and in a staff only area eg staffroom.

Personal equipment is not permitted to be connected to the school or Trusts wireless or wired network connection.

## **Use of Social Networking Sites**

### **Advice:**

A number of cases have been reported to Bradford Council involving staff posting inappropriate written material and images on Social Networking Sites, including Facebook, Instagram, Tiktok, SnapChat and Twitter.

Staff who participate in these sites, posting comments etc., need to be aware that any material that they post should be consistent with their professional status and their employment at the school. Any material which may come to light that could be deemed as harmful to the reputation and interests of the school, its staff and pupils could be regarded as a disciplinary matter.

Staff do not have permission to publish or make personal use of photographic images taken at school, or on school activities away from school, which show pupils. Additionally, staff are advised that it is inappropriate to have online relationships with pupils (except where appropriate within family relationships) or to allow pupils access to their own pages. Similarly accessing pupils' pages is discouraged as this may cross the professional boundary. To clarify any points not covered by this advice, please discuss the matter with the Executive Head teacher and the Head of School.

### **Regulation of Investigatory Powers Act 2000**

*Ancillary to their provision of ICT facilities the Trustees assert the employer's right to monitor and inspect the use of staff on any computer (including emails) or telephonic communications systems and will do so where there are grounds for suspecting that such facilities are being, or may have been, misused.*

### **Declaration - this will be in parago where staff esign the policy**

I confirm that I have been provided with a copy of the school's policy and guidance on the use of the school's ICT and communications systems and I agree to the terms and conditions specified therein. I confirm that I am aware that all my electronic communications including emails and website searches may be monitored by the school or trust and that this applies if I am working from home on school equipment or networks.