




Slough and East Berkshire
C of E Multi Academy Trust



ICT Usage Policy

Owner:	SEBMAT Directors and Local Governing Bodies	
Ratified by Trustees/Directors	July 2021	Signature: Chair of Directors 
Policy created:	May 2011	
Policy reviewed and updated:	January 2019	
Date of next review:	August 2021 Currently undergoing review	
This guidance will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.		

To Note:

This policy applies to all staff employed in schools and academies. Within this policy, references to the School, Headteacher, Governing Board and the Chair of Governors will, for Academies and Academy Trusts, be taken to mean a reference to the appropriate equivalent within those establishments. In instances where the Local Authority may need to be informed of matters, the trust will seek advice from HR.

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1. Scope

The ICT Usage Policy ("this Policy") applies to employees who are directly employed by schools and academies.

It applies to all users of the school's network and the use of the school's ICT facilities, (including telephones, hardware, software, e-mail, internet etc) used anywhere, for professional or personal purposes whether in working time or in the employee's own time.

For academies, all reference to the Headteacher should, where appropriate, be replaced with Principal/Head of School, and all reference to the Governing Body should, where appropriate, be replaced with the Academy Trust.

Please refer to the Social Media Policy for further guidance on the use of social networking sites and other technology.

2. Purpose

The purpose of this policy is to:

- Protect employees by making clear what is acceptable use of the school's ICT facilities.
- Protect the security and integrity of the school and its ICT facilities and all personal data.

3. Policy

High standards of conduct and probity are as relevant to the use of the school ICT facilities as they are to all other aspects of work, and employees must conduct themselves in line with the school's code of conduct and disciplinary code.

Employees who are in any doubt about what is, or is not, acceptable use of the school's ICT facilities must seek advice from their manager or the designated ICT person in advance of the use.

Employees must conduct themselves honestly, appropriately and in accordance with the law and this policy when using the school's ICT facilities.

Breach of this policy may lead to disciplinary action and result in withdrawal of access to some or all ICT facilities. Serious breaches may be regarded as gross misconduct and may lead to dismissal.

Employees are required to sign a statement agreeing to the terms and conditions of this policy (Appendix 1).

Managers must ensure that employees have the relevant skills to use the school's ICT facilities.

The school will purchase all hardware and software through approved suppliers.

The school will co-operate with any law enforcement activity.

4. Access

The school provides access to ICT to enable employees to undertake their duties.

The Headteacher or another designated senior person has authority to obtain access to an employee's data and documents. GDPR

5. Monitoring

Each employee will be required to sign the Statement of Acceptance of the Terms and Conditions of the ICT Usage Policy.

The school's ICT facilities will be monitored to ensure this policy is adhered to and that these facilities are used properly.

Any information (including personal emails, documents, etc) within the school's network or equipment can be inspected, at any time, without notice.

6. Personal Use

Employees can use the school's ICT facilities for occasional personal use provided it:

- Does not interfere with the performance of their duties;
- Is appropriate;
- Is on an occasional, rather than a regular or substantial basis;
- Does not compromise the security of the school's systems or reputation.

7. Inappropriate Use

Employees must **not** use the school's ICT facilities to:

- Send or access messages that are, or perceived to be, libellous, harassing or defamatory, or cause offence to the dignity of an individual or group.
- Access inappropriate internet sites or material. These may include pornographic, racist or any other sites not appropriate for a school. In the case of accidental access, the employee must immediately disconnect and inform their manager.
- Store, view, print or redistribute any inappropriate material.
- Access chat rooms, social networking sites or newsgroups for personal use.
- Advertise or send personal messages to large groups internally or externally unless through a specified facility or with the permission of an authorised person.
- Spread harmful programmes that may damage the school's computer facilities.
- Download, use or distribute software including entertainment software or games.
- Download video and audio streaming for personal purposes.
- Use their school e-mail address for the purchase of personal goods or financial transactions.

8. Authority to Express Views

Employees using the school's ICT facilities must communicate the school's, and not their personal, views.

Employees must not participate in newsgroups/chat rooms/social networking sites, unless in a professional capacity relevant to their duties and with prior agreement from their manager or the designated authorised person.

Employees must not use the school or its name to endorse any non-school commercial product or service.

9. Confidentiality and Security of Data

The school is legally responsible for all information stored or transmitted by its computer systems and for any improper disclosure. Disclosure of data, even unintentionally, can breach the General Data Protection Regulations 2018 and Data Protection Act 2018.

Security measures are in place to ensure the confidentiality of data held by the school and employees are accountable for breaches of security or confidentiality.

- Employees must not attempt to disable or evade any security facility.
- User IDs and passwords must be kept secure and confidential, and passwords changed if an unauthorised person may be aware of them.
- Employees must carefully address e-mails to avoid sending sensitive information to the wrong recipient.
- Employees must ensure that data they are storing, updating or transmitting is accurate, and must not amend or alter e-mails they receive.
- To ensure security, it may be necessary to prevent equipment with sensitive data from connecting to the internet or restrict usage of file transfers.
- Employees must use the appropriate system/method e.g., password-protected screen saver, if leaving their computer for short periods and switch computers off at the end of the working day.
- Governors should only use their designated school email account for all matters concerning school business.
- Laptops/tablets/phones provided by the school for work purposes should only be used by the employee who has been assigned the equipment. The employee must at all time use all reasonable efforts to keep the equipment secure off site.

10. Copyright, Legal, and Contractual Issues

Downloading and copying data and software or sending the work of others to third parties without permission can infringe copyright. The school retains the copyright to any original ICT based material produced by an employee in the course of their duties.

- Copyright should be checked and appropriate permissions sought. In the case of subscription services the appropriate licenses must be obtained.
- Software can only be downloaded with permission from the Headteacher or the designated authorised ICT person. Downloaded software becomes the school's property and must be used only under the terms of its license. Employees must arrange to license and register such software, where required. Software downloaded without permission must be deleted.
- Employees must not transfer any software licensed to the school or data owned or licensed by the school without authorisation from the Headteacher or the designated ICT person.

- The use of ICT facilities can lead to contractual obligations in the same way as verbal or written transactions. Employees must not exceed their delegated authority to enter into contracts or authorise expenditure.
- Records of computer transactions must take place through archiving or backup. Where appropriate, confirmation of receipt of important e-mails must be gained which may be disclosed in litigation.
- Transactions through any ICT facility must be treated in the same way as transactions on the school's headed paper.

11. Network Efficiency

Employees must regularly delete or archive files no longer required or needed for immediate access.

The school's ICT unit will scan all files for viruses.

Wherever possible intensive operations such as large file transfers, video downloads, mass e-mailing should be scheduled during off-peak hours.

Video and audio streaming and downloading must be for work purposes only.

12. Software

The school must ensure all software is legally licensed and is responsible for managing and maintaining the register of software and for holding licenses and the original media.

- No software can be loaded onto or used on any computer owned or leased unless approved by and licensed to the school.
- All software must be procured by the school and installed by the designated authorised ICT person.
- Software must not be copied or distributed by any means without prior approval from the Headteacher or the designated authorised ICT person.

Statement of Acceptance of the Terms and Conditions of the ICT Usage Policy

I agree to follow the rules set out in the ICT Usage Policy.

I will use the school's ICT network in a responsible way and observe all the restrictions explained in the Policy.
If I am in any doubt I will consult (*name of Headteacher/designated authorised ICT person*).

I agree to report any misuse of the school's ICT network to (*name of headteacher/designated authorised ICT person*).

I also agree to report any websites that are available on the school Internet that contain inappropriate material to (*name of headteacher/designated authorised ICT person*).

I understand that any breaches of the Policy may result in loss of access to the ICT facilities and will be subject to disciplinary action. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

Name of Employee: _____

Signature of Employee: _____

Date: _____