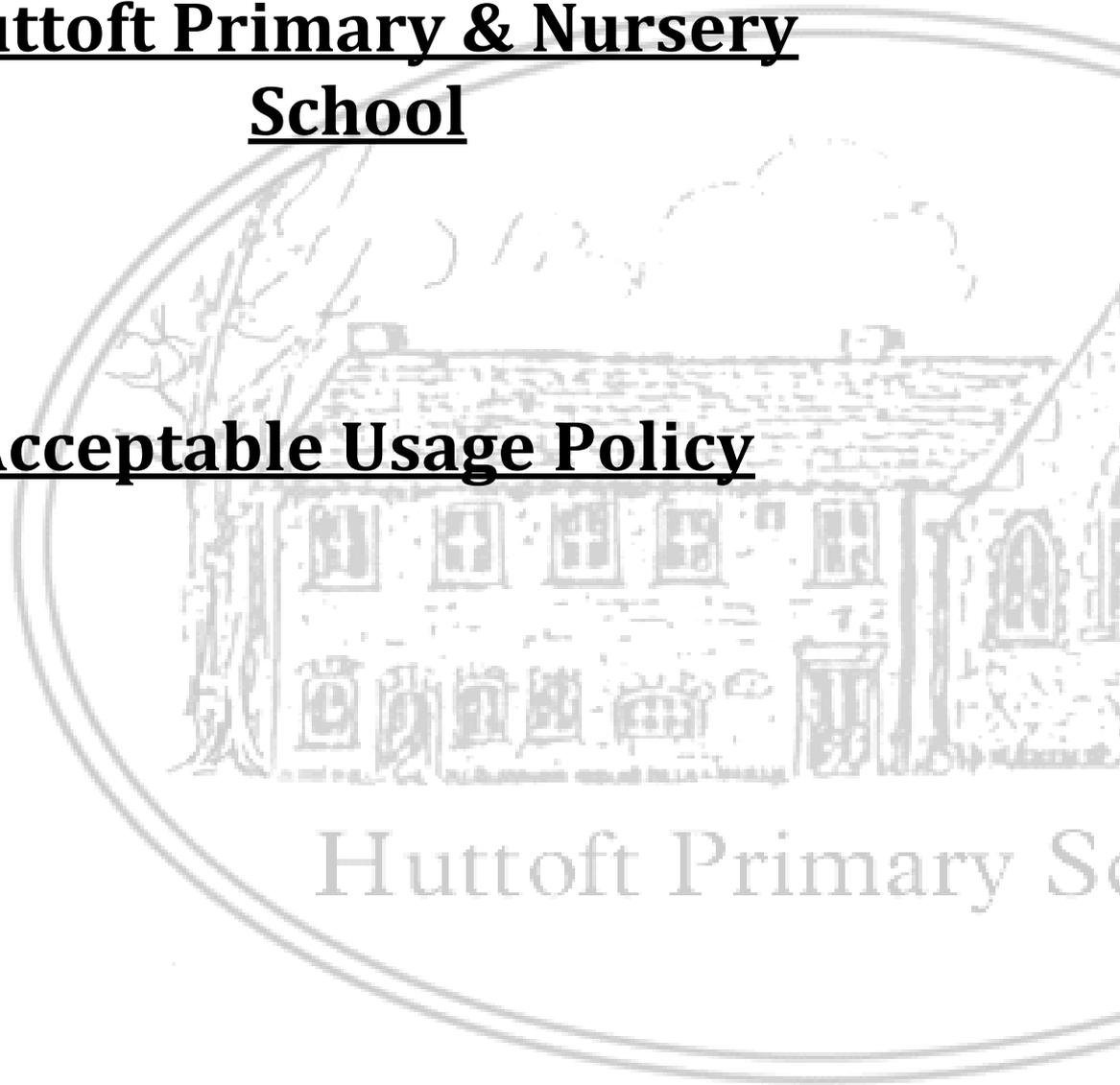


# **Huttoft Primary & Nursery School**

## **Acceptable Usage Policy**



**Huttoft Primary & Nursery School (Academy)**  
*'Building Foundations, Enabling Discovery, Broadening Horizons'*

Reflective of Staff Code of Conduct 2020

**Rationale**

The use of school ICT equipment, whether on the network in school, or a laptop at home, should be governed by some general principles which support our Staff Code of Conduct and which serve as a framework for the more detailed policy set out below. These are:

- ICT equipment belonging to the school is intended to be used to support the work of the school. It is not provided for the personal use of the staff.
- Our use of school equipment must always be such as would withstand scrutiny in our professional capacity. We need to exercise our judgement accordingly.
- Under no circumstances must our use of resources infringe the law or bring harm to the school, its members, reputation or facilities.
- We must always have due regard for the security and confidentiality of our data, wherever it is stored. Whenever we believe a breach may have occurred, we must report it immediately to the school.
- Our use of ICT must not incur any liability, whether financial or legal, on the part of the school.
- We must recognise that our use of ICT equipment provided by the school is electronically logged and monitored as a matter of course.

**Introduction**

For the purpose of clarity:

- 'HPS network', 'ICT', or 'School network' refers to any ICT or ICT related equipment owned by Huttoft Primary School, regardless of where such equipment happens to be.
- 'Internet' refers to using the internet or internet connected software on equipment owned by Huttoft Primary School or connected to the HPS network.

This document is written to ensure that users understand the way in which ICT and the internet are to be used without infringing any legal requirements or creating unnecessary risk.

**To whom does this apply?**

All users of the HPS network.

Staff Induction includes a guide to this Policy and access to it.

**Sanctions for Inappropriate Use**

On any evidence provided of inappropriate behaviour an employee may be disciplined by the employer under the Terms and Conditions of Employment.

If a user's conduct and/or action(s) are illegal the user will be reported to the police for further investigation.

### **Internet Use**

Users must not –

Attempt to visit or contribute to internet sites that relate to:

*Child abuse; pornography; promoting discrimination of any kind; promoting illegal acts; promoting racial or religious hatred; promoting any other information which may be illegal or offensive to colleagues; images of child abuse; material which potentially breaches the Obscene Publications Act in the UK or Sections 63 to 67 of the Criminal Justice and Immigration Act 2000; copyright infringement; software or media piracy; or visiting sites that might be defamatory or incur liability on the part of Huttoft Primary School or the impact on the public standing of Huttoft Primary School, the playing of games and/or gambling.*

Huttoft Primary School recognises that in certain planned curricular activities access to otherwise inappropriate sites may be beneficial for educational use (e.g., investigating racial issues). Any such access should be pre-planned and recorded so that it can be justified if required.

See also the School's 'Staff Code of Conduct' Policy – internet use section.

### **ICT Use in General**

Users will not –

- Use Huttoft Primary School facilities for running a private business
- Use Huttoft Primary School equipment for accessing personal social media accounts (using these to access to the school's social media accounts is acceptable)
- Enter into any personal transaction that involves Huttoft Primary School
- Upload, download or otherwise transmit commercial software information or any copyrighted materials belonging to third parties or of Huttoft Primary School itself without explicit authorisation or an appropriate licence to do so.
- Make any comments or offer any information with reference to the school, or reference to the school as our place of work, staff, governors, pupils, families, activities or events on any social networking sites – (this includes sites used at home or home systems)

*See also separate heading 'Social Network Sites and Safeguarding*

- Reveal or publicise confidential or propriety information, which includes but is not limited to, financial records, personal information, databases or the information contained in them; computer or network access codes and business relationships
- Users will not accept requests from current or recently left Huttoft Primary School

(Academy) children to add them as a friend on social networking sites

- Users must exercise caution when considering adding current parents at Huttoft Primary School (Academy) as friends on social networking sites
- Intentionally interfere with the normal operation of the school network, including the propagation of computer viruses and sustained high volume network traffic that may substantially hinder others in their use of the network
- Use school laptops as a substitute home computer or allow them to be used by other family members
- Use audio and video from the internet other than for school work purposes

Users must –

- Act professionally at all times and not bring the school into disrepute through their actions or inactions – including communication with parents and colleagues
- Report any actual or suspected security breaches, disclosure of confidential information or inappropriate content suspected to be on the school network immediately to the line manager
- Not delete, power cycle or otherwise tamper with computer related equipment. In the event of such a breach all evidence should be left intact pending investigation
- Take care of school laptops and not leave them in insecure locations. Bear in mind that school laptops, USB sticks and other portable data may contain student data covered by the Data Protection Act. School issued password protected memory sticks should be the only method for saving school related documents other than the Huttoft Primary School network.

### Social Network Sites

Huttoft Primary School recognises that staff members may use social networking sites in their private lives from their own electronic devices in their own time.

As already referred to under 'ICT Use in General' - it is important that when using these, staff must not mention or name the school, or post messages on social networking sites that identify the school, including as a 'work place', members of staff or pupils (past or present). This is a specific Safeguarding issue. Breach of this could lead to dismissal on grounds of misconduct. It is good practice for staff to follow the structure of never mentioning Huttoft Primary School, or any comments about school or work, opinions of colleagues, processes or projects when accessing social media networks.

In the event of parents posting comments/messages against a member of staff of Huttoft Primary School on social networking sites which could be deemed as victimization, the member of staff could claim for libel. Any such issues should be addressed via the school's Complaints Procedure.

See also the School's 'Staff Code of Conduct' – social networking and online gaming section.

### **Personal Use**

Huttoft Primary School recognises that staff may wish to use the network and internet

for limited personal use. Any such usage must adhere to the conditions set out in the Acceptable Use Policy. Staff must not use the school network and IT facilities to access personal social media accounts; only those belonging to the school.

### **Internet Filtering**

For the safety of staff and pupils, Huttoft Primary School filters and logs all internet use. Logs are kept for up to 6 months and are checked on a regular basis for inappropriate activity and to prevent overzealous blocking.

### **Email Filtering**

To reduce the huge volume of spam entering the school's network, email is filtered. Email judged to be spam, inappropriate, infected or with executable content will be blocked. Email can be unblocked by contacting the ICT technician via the office.

### **Monitoring**

In line with BECTA advice and conforming to the requirements for the Data Protection Act 1998 (Employment Practice Code Article 3), Huttoft Primary School monitors all ICT systems connected to the school network to ensure a stable network environment and fix problems before they become major issues.

Huttoft Primary School may monitor and audit users and their use of ICT to promote good practice and ensure users are complying with the policy. Deliberate misuse will be reported to the Headteacher and illegal activity will be reported to the police.

