



Lincoln Bishop King CE Primary School

Dream big. Love God. Live well.

Staff ICT Acceptable Use Policy

Date Accepted: 19th May 2022

Next Review: September 2023

All adults working with ICT equipment within Bishop King CE Primary School must ensure and agree to abide by the Staff ICT Acceptable Use Policy.

For personal use:

- a) Do not give anyone access to your login name or password.
- b) Do not introduce removable media into the system without first having them checked for viruses.
- c) Never use another member of staff's username or password.
- d) Do not open other people's files without express permission.
- e) Do not corrupt, interfere with or destroy any other user's information.
- f) Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- g) Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- h) Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use. The use of Bit Torrent sites to download materials for personal use of expressly forbidden.
- i) Any software that is an illegal copy or which can be used for illegal purposes will be removed from staff laptops.
- j) Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- k) Users should log out when their session has finished.
- l) Using a social network, instant message, blog or personal website to engage in personal attacks on other members of staff, parents and pupils is completely against the GTC's guidelines on professional conduct and therefore anyone engaging in such an activity will be subject to disciplinary proceedings.
- m) The head has access to all laptops provided for use by staff, by the school, at any time. Therefore the 'Internet History' of laptops must be available for inspection.
- n) Staff are responsible for the laptop they have been provided with and its use by anyone other than the staff member is purely at that staff member's risk. Any materials, sites accessed and emails sent during use by any person using the laptop are the sole responsibility of the staff member.
- o) You are solely responsible for the content of your laptop's hard drive and desktop.
- p) Your laptop's hard drive is not a storage device for your personal music, videos and photos. You may have a small amount of music on the drive for use in school but they must legal copies. All other materials must be stored away from the machine.

Personal E-mail

- a) Observe 'netiquette' on all occasions. E-mail should not be considered a private medium of communication.
- b) Do not include offensive or abusive language in your messages nor any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority.
- c) Make sure nothing in the messages could be interpreted as libellous.
- d) Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- e) Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.
- f) Do not forward chain emails using your school laptop.

- g) Private email providers may be accessed at home but any attachments must be scanned for viruses.

When using the Internet

- a) Ensure that your web activities conform to the norms of moral decency
- b) Watch for accidental access to inappropriate materials and report the offending site to the Head teacher.
- c) Check before publishing work; make sure that you have Copyright holder's permission.
- d) Ensure children cannot be identified from photographs. When uploading photographs to the Internet ensure that names are not used.
- e) Report any breaches of the Internet policy to the head teacher.

When using your laptop in the classroom

- a) A laptop is provided for use in the classroom only for learning and teaching purposes. It can be used to enhance the environment of the classroom with multimedia.
- b) Internet access in the classroom is provided for educational use only. It is not be used for private communication, online shopping or any such activity.
- c) Please make sure that you 'lock' screen access on your laptop during periods of inactivity, whilst in school.

Your laptop

- a) You are responsible for covering your laptop by insurance during transit to and from school and whilst at home.
- b) You must make sure that your laptop is in good working order. Any damage to your laptop must be reported ASAP.
- c) Any suspected viruses must be reported ASAP and you must NOT attach your laptop to the school network if you suspect it has a virus.
- d) When returning your laptop to the school, upon leaving its employment; you must not delete any folders or data that were created for educational purposes.
- e) It is NOT the school's responsibility when personal or school data is deleted during maintenance. Please make sure you back up your laptop at frequent intervals. This can be through the synchronising system or by personal storage media.

Use of Social Media Sites

There are, some basic guidelines you should consider when posting or commenting on social media as a Bishop King employee. Please do read them and consider next time you're on Facebook, Twitter or other social forums:

- a) The key thing to remember is that when talking on social media as a Bishop King employee, you are still subject to the usual Bishop King and Lincolnshire County Council codes of conduct; around behaving respectfully, abiding by business confidentiality and privacy, and making sure other people understand when you're voicing your own opinions on a topic, not speaking on behalf of the school. If you're unsure on any aspect of the guidelines, then please speak to the Head teacher
- b) These guidelines are for Bishop King people (permanent, contract or agency staff) who:
 - Write comments, reviews and other content on forums, social networks, websites or blogs – either personally or professionally
 - Keep a profile page on one of the social networking sites (like LinkedIn, Facebook or Twitter).

- c) If you're about to publish something that makes you feel the slightest bit uncomfortable, think about why that is. And, if you're having doubts, don't publish it. Respect confidentiality. Do not publish where. You must not access or post material that is
- Offensive, sexual, sexist, racist, politically offensive;
 - An act that may bring Bishop King or individuals into disrepute

Being offensive, demeaning, inappropriate, threatening or abusive is not acceptable. Only say something online that you'd say to a person's face. Be constructive. And respect people's privacy.

If you make a mistake, admit it and sort it out quickly. The web remembers. And, with all the technology out there, it's virtually impossible to take something back. Even if you delete it.

Friendships with children, Parents, Carers who are not Bishop King staff are not permitted, unless prior permission has been sought. Any violation of this should be reported to the Head Teacher or Chair of Governors, as stated in the Whistle Blowing Policy.
