

HSHAFed

Hovingham and St Hilda's Ampleforth Primary Federation
Striving for Excellence in Education



IT and E Technology

Rationale

The internet has enormous potential and is a wonderful resource. However, improper use can be dangerous. The purpose of this policy is to ensure that everyone within the organisation is equipped to use the internet to advantage and has the knowledge to keep themselves and others safe. Use of the internet in the establishment should be limited to work connected with the establishment and not for personal use. Any use of the network in the establishment that brings it into disrepute is clearly not allowed. We encourage everyone using the network on our sites to enjoy the benefits that it brings but to be aware of its limitations and your responsibilities.

Acceptable Use Agreement – IT and E Technology

This agreement is designed to ensure that all employees are aware of their professional responsibilities when using any form of IT and the related technologies such as email, the internet, web technologies and mobile devices. Members of staff should consult with the Executive Headteacher for further information and clarification.

Code of conduct

Users of the Organisation's system must not:

- send or forward any message that could be considered as bullying or harassment
- attempt to visit illegal or inappropriate websites
- attempt to download illegal or inappropriate material
- use it for purposes other than the organisation's business
- post confidential information
- gamble online
- download or distribute copyright information
- access the system using another employee's password without prior authorisation from the Executive Headteacher
- use inappropriate language that could cause offence
- reveal personal information e.g. home address, telephone number, social networking details
- trespass into other users' files
- use personal digital cameras or phones for transferring images of children/young people unless this has been agreed with the Executive Headteacher
- send or publish material that violates the Data Protection Act.

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Please report any concerns that you might have when using the internet to the Executive Headteacher in the first instance.

Please note that failure to follow this code could result in loss of access to resources as well as disciplinary action.

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Employees & Contractors:

- Must only use the organisation's email, internet and other related technologies for professional purposes or for uses deemed 'reasonable' by the Executive Headteacher. Individual employees' internet access and other related technologies can be monitored and logged and can be made available, on request, to their line manager or Executive Headteacher.
- Must only use approved, secure email systems for any official business.
- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.
- Should not use the organisation's information systems or resources (e.g. cameras, laptops, memory devices) for personal purposes without specific permission from the Executive Headteacher; they should only be used for professional purposes.
- Should ensure that personal data (such as data held about any individuals) is kept secure and is used appropriately, whether accessed from the Organisation's Premises, or accessed remotely.
- Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of children, including when on external trips/visits (where this has previously been the case all images should be copied on to the Cloud server in the appropriate images folder).
- Should ensure that their use of web technologies, including social networking sites, such as Facebook, Twitter, Bebo, and Myspace, does not question or bring their professional role into disrepute. Members of staff:
 - Are advised to consider, and set appropriately, their privacy settings on such sites.
 - Should consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.
 - Should not communicate with students, in relation to either school or non school business, via public web technologies. Members of staff should only communicate with students using the appropriate email or other systems approved by the Executive Headteacher. Remember that a parent / carer is likely to view any resources assigned to students or annotations made to students' work.

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- Should not give out their own personal details, such as telephone/mobile number or email address, to parents.
- Must ensure that all electronic communication with clients is compatible with their professional role.
- Any Email communication with parents, carers, members of the Governing Body or other external agency should ALWAYS be copied to the Executive Headteacher to ensure they remain fully up to date in case of further query. If you have any concern about the sensitivity of the content of any email – please discuss it with the Executive Headteacher BEFORE sending since it can't be retracted.

Please apply the same safeguards when using the equipment and internet on the site as you would at home. This includes:

- logging off after your session is over
- logging off for someone if they have not
- checking USB drives, portable hard-drives, personal laptops for viruses before linking to site equipment
- signing out for any equipment you borrow
- locking away/returning any portable equipment after use.

User Signature

I agree to follow this user agreement, and understand that failure to do so may result in disciplinary proceedings in line with the Organisation's Disciplinary Procedure.

| | | | |
|---------------------|--|---------------------------|--|
| Signature | | Date | |
| Full Name (Printed) | | Job Title (eg Teacher) | |