

SAINT RONAN'S SCHOOL

Staff Acceptable Use of ICT Policy

To be read in conjunction with the Online Safety Policy, Mobile Phone Policy and Staff Code of Conduct.

All members of staff have a responsibility to use the School's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using ICT and the School's systems, they are asked to read and sign this Acceptable Use Policy to acknowledge acceptance of the terms therein and the contents of the Online Safety Policy.

Definition

I understand that ICT includes network, data and data storage, online and offline communication technologies, and access devices.

If I have any concerns, I will take these to the Director of IT.

Professional and Legal Obligations

I understand that the **Computer Misuse Act 1990** makes the following criminal offences:

- To gain unauthorised access to computer material.
- To gain unauthorised access to computer material with the intent to commit or facilitate the commission of further offences.
- To modify computer material without authorisation.

I will therefore use the School's ICT and information systems, as well as any personal ICT used for work purposes, appropriately and within the law.

I will respect **copyright and intellectual property rights**.

My use of ICT and information systems will always be compatible with my professional role, whether using School or personal systems. This includes the use of e-mail, text, social media, social networking, gaming, web publications, and any other devices or websites. My use of ICT will be in accordance with the School ethos and the law. It will not contain any inappropriate language nor any defamatory or libellous comments; it will not contravene the School's **Equality Policy**, e.g., in respect of gender, race, age, sexual orientation, religion or beliefs, or any other protected characteristic under the **Equality Act 2010**.

I will not create, transmit, publish, or forward any material that is likely to harass or cause offence, inconvenience, or needless anxiety to any other person, or anything which could bring my professional role in the School into disrepute.

I will report any accidental access to unsuitable websites, receipt of inappropriate materials, or filtering breaches to the **DSL** or the **Director of IT** as soon as possible.

I will report all incidents of concern regarding children's online safety to the **DSL** or **Director of IT** as soon as possible. In their absence, I will report any concerns to the **deputy DSLs**.

I will promote safe internet use with the pupils in my care and will help them to develop a responsible attitude to safety online, system use, and to the content they access or create.

Security

I will respect system security and I will not disclose any password or security information.

To prevent unauthorised access to systems or personal data, I will not leave any device unattended without first logging out or locking my login as appropriate.

When I am away from School, I will ensure that nobody gains access to the School network, systems, or personal data via my username.

I will not attempt to bypass any filtering and/or security systems put in place by the School. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any School-related documents and files, I will report this to the **Director of IT** as soon as possible.

In the event of my not being in School, e.g., through illness or if I have left the School, I understand that the School may access my folders and e-mail to recover important documents.

Our monitoring and filtering systems may result in personal correspondence being seen by members of staff responsible for safeguarding.

All e-mails sent and received by members of staff via the School's e-mail system are journalled, meaning that copies are kept regardless of them being deleted from your mailbox.

Data and Data Protection

I will ensure that any personal data of pupils, staff, or parents is kept in accordance with the **UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018**. Images of pupils will be used in line with the School's **Data Protection Policy** and will always take into account parental consent.

I will not keep professional documents that contain School-related sensitive or personal information on any personal devices or on a cloud storage system, unless they are secured and encrypted.

I will protect the devices in my care from unapproved access or theft. I will not store any personal data on the School's computer system without the written permission of the **Director of IT**.

Where the School believes unauthorised and/or inappropriate use of the information systems or unacceptable or inappropriate behaviour may be taking place, it will invoke its **disciplinary procedure**. If the School suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.