

Hunwick Primary School

ICT Acceptable Use Policy for Visitors



Introduction

Use of school ICT devices and systems by school visitors, is governed at all times by the following policy. Please ensure you understand your responsibilities under this policy, and direct any questions or concerns to the IT Manager. The school's learning platform, provided by Google is considered as a part of the school ICT system and is therefore also covered by this policy.

All visitors have a duty of care to ensure that students in school use all forms of electronic equipment and devices safely and should report any inappropriate usage to a senior member of staff.

ICT Security

You may be provided with an account for accessing the ICT systems with your own username and password. These accounts will be tailored to the level of access you require, and is for your use only. As such, you must not disclose your password to anyone including IT support staff.

You must adhere to the school ICT Password and Account Policy.

You must not allow a pupil to have individual use of your account under any circumstances, for any length of time, even if supervised.

When leaving a device unattended, you must ensure you have either logged off your account, or locked the device to prevent anyone using your account in your absence.

You must not store any confidential, personal or special category information about staff or students on any storage system or device (such as a USB memory stick, portable hard disk, laptop, tablet or personal computer) unless that storage system is encrypted and password protected. You must also ensure that the device is securely wiped when you dispose of it.

You must not transmit any information about staff or students outside of the school by any means.

When publishing or transmitting non-sensitive material outside of the school, you must take steps to protect the identity of pupils.

You must ensure that items of portable ICT equipment (such as laptops, tablets, digital cameras, or portable projectors) are securely stored in a locked room or cupboard when left unattended.

You are responsible for school equipment taken off the premises. Equipment taken off the premises is not routinely insured by the school. If you take any school equipment off the premises, you should ensure that adequate insurance cover has been arranged to cover against loss, damage, or theft.

You must not take any device capable of storing data (ie tablets, laptops and computers) out of school unless it has been encrypted and the loan has been approved by the IT Manager or Headteacher.

Data Protection

You are expected to follow the school data protection policies and have the following responsibilities:

- Collecting, storing and processing any personal data in accordance with the data protection policy
- Contacting the Data Protection Officer in the following circumstances:
 - If you have any questions about the data protection policy, data protection law, retaining personal data or keeping personal data secure
 - If you have any concerns that the data protection policy is not being followed
 - If you are unsure whether or not you have a lawful basis to use personal data in a particular way
 - If you need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area
 - If there has been a potential data breach

- Whenever you are engaging in a new activity that may affect the privacy rights of individuals
- If you need help with any contracts or sharing personal data with third parties

Cloud Based Services Providers

The school must adhere to data protection legislation and may be prohibited from storing data on some services because of the location, security or privacy policy.

You must not use any unapproved cloud storage systems (Dropbox, icloud etc) for storing any school data. The only approved system for cloud data storage is the school learning platform (Google Drive). You are not permitted to use Google Drive for school data if you are using a personal account or any account not provided by the school.

Visitors must seek permission before storing any data relating to children or staff on any external website or cloud based service. This includes signing up for any website account for the children to use or entering the names or information about children on any website that has not been approved for by the school.

Personal Use

Personal use of school systems is permitted, with the conditions that such use

- must comply with all other conditions of this AUP as they apply to non-personal use, and all other school policies regarding staff conduct;
- must not interfere in any way with your other duties or those of any other member of staff;
- must not have any undue effect on the performance of the ICT system; and
- must not be for any commercial purpose or gain unless explicitly authorised by the school.

Use of your own Equipment

You are responsible for any equipment that you bring into school. Any electrical equipment must be safe and have been portable appliance tested within the last year.

You must not connect personal computer equipment to school computer equipment without prior approval from IT network staff.

Conduct

You must at all times conduct yourself professionally, which includes being polite and using the ICT system in a safe, legal and business appropriate manner. Among uses that are considered unacceptable are the following:

- Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials;
- Making ethnic, sexual-preference, or gender-related slurs or jokes.
- You must respect, and not attempt to bypass, security or access restrictions in place on the ICT system.
- You must not intentionally damage, disable, or otherwise harm the operation of devices.
- You must make efforts not to intentionally waste resources. Examples of resource wastage include:
 - Excessive downloading of material from the Internet;
 - Excessive storage of unnecessary files on the network storage areas or learning platform.
 - Unnecessary printing.
- You should avoid eating or drinking around ICT equipment.
- You must not attempt to install any purchased or downloaded software, including browser extensions and toolbars, or hardware without permission from the system manager.

Use of Social Media, Websites and Apps

Pupils and their families have a reasonable expectation of privacy. You publish or share any information you have obtained whilst working in the school on any personal website, blog, social networking site or through any other means, unless you have written permission from the Headteacher.

You will not communicate with pupils or ex-pupils under the age of 18 using social media without the express written permission of the Headteacher

You will not give my personal contact details such as email address, mobile phone number, IM account details to any pupil or parent in the school. Contact will always be through a school approved route. You will not arrange to video conference or use a web camera with pupils unless specific permission is given

Mobile Phones

Visitors will not use mobile phones in school. If there is a need to use a mobile phone then you will need to leave the premises.

Use of Digital Images

Visitors must never use phones or any device other than those owned by the school for taking photographs or videos of children without the written consent of the head teacher.

Any photos or videos taken by teachers, other adults (including parents), and the children themselves during any school activity (including educational visits) should not be put on public display or published anywhere on the internet (including social networking services).

Privacy

Use of the school ICT system, including your email account and storage areas provided for your use, may be subject to monitoring by the school to ensure compliance with school policies and applicable laws. This may include remote monitoring of an interactive logon session. In particular, the school does keep a complete record of sites visited on the Internet by both pupils and staff, however, usernames and passwords used on those sites are NOT monitored or recorded.

The school uses software that allows staff to view and take control of student devices. You should be aware that if you are using a student device then it may be possible for other members of staff to observe what you are doing. This is limited to student devices. If you are in any doubt about this then you should contact a member of the IT support staff.

Confidentiality and Copyright

Respect the work and ownership rights of people outside the school, as well as other staff or pupils.

You are responsible for complying with copyright law and licenses that may apply to software, files, graphics, documents, messages, and other material you wish to use, download or copy. Even if materials on the school ICT system or the internet are not marked with the copyright symbol (©), you should assume that they are protected under copyright laws unless there is an explicit permission on the materials to use them.

As per the standard staff contract, any invention, improvement, design, process, information, copyright work, trademark or trade name made, created or discovered by you during the course of your employment in any way affecting or relating to the business of the school or capable of being used or adapted for use within the school shall be immediately disclosed to the school and shall to the extent permitted by law belong to and be the absolute property of the school.

By storing or creating any personal documents or files on the school ICT system, you grant the school a non-exclusive, universal, perpetual, irrevocable, and royalty-free license to use, copy, and distribute those documents or files in any way the school sees fit.

Last Reviewed: 22 June 2020