

Rokeby Park Primary School



Acceptable Use (Staff) Policy

Rokeby Park Primary School
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Acceptable Use Policy – Staff

Note: All Internet and email activity is subject to monitoring

You must read this policy in conjunction with the Online Safety Policy. Once you have read and understood both you must sign the Acceptable Use Policy Sheet.

**Rokeby Park Primary School
The Constellation Trust**

Acceptable Use Policy - Staff

1. STATEMENT OF POLICY

The school believes that the internet is an important and valuable tool and that the ability to use it is a key skill for the 21st century. The school is a learning community and it is therefore the Board of Director's intention to support all staff in developing the confidence and ability to access the internet, whilst ensuring that provisions are in place to prevent abuse.

THIS POLICY MUST BE READ IN CONJUNCTION WITH THESE ACCOMPANYING GUIDELINES:

- a) Internet facilities are provided by the school as a tool to enable staff to enhance their professional activities, including teaching, research, administration and management. The school monitors all internet usage.
- b) All individual members of staff will have access to the Internet where this is appropriate to their professional activity or the education of students.
- c) All authorised Internet users must be given a copy of this policy and return the signed Employee declaration (Appendix 1) confirming they have read and understand the policy and guidelines. All authorised users will also "Accept" the policy at the beginning of each term.
- d) Cases where concerns are raised that staff are intentionally misusing the school's Internet facilities will be investigated and, if deemed appropriate, will be dealt with under the school's disciplinary procedure.
- e) Staff must ensure, whenever practically possible, that the facility is not used by anyone who has not been given authorisation.
- f) Staff are required to inform an appropriate manager if they become aware of, or suspect that the school's internet facilities are being misused.
- g) Access should only be made via the authorised account and password, which must not be made available to any other person.
- h) In all cases, Internet access must be arranged by the ICT Technical staff and appropriate virus control software must be in place. Such virus protection software must not be "turned off" by non-ICT staff as removing or disabling virus protection software could lead to disciplinary action being taken.
- i) The school reserves the right to examine or delete any files that may be held on its devices or computers systems. All Internet usage is monitored.

2. INTRODUCTION

2.1 The Policy on the use of the Internet and these guidelines have been produced to ensure that school employees are fully aware of the rules concerning the use of the Internet and the actions that could result should any misuse be detected.

2.2 The policy and guidelines deal with employees accessing data published by other organisations and available on the Internet.

2.3 The policy and guidelines cover use of the internet both within and beyond the school when the internet is accessed using school equipment, e.g. using a school laptop or by remotely accessing the school network; however it is not essential for staff to work at home.

3. SCOPE

3.1 The policy and guidelines apply to all employees of the school.

4. THE INTERNET

4.1 The Internet is a series of communication links, which enables computers around the world to access information and exchange files. The Internet allows users to obtain information held (and published) on computers anywhere in the world easily and relatively quickly. It also allows users to send information (such as orders) back to these computers. It is a huge freestanding network to which millions of users have access.

4.2 The legitimate business use of the Internet has increased beyond expectations in the last few years and there are no indications that this increase will not continue. Many organisations now make essential information available only via the Internet.

4.3 The open design of the Internet is its strength. However, the lack of controls and standards also exposes organisations (and private individuals) to an increased risk that networks and systems will be accessed improperly, data corrupted and viruses introduced.

5. AUTHORISED INTERNET USERS

5.1 All individual employees will be authorised to use the school's Internet facilities by signing the authorised as shown in Appendix 1. Copies of signed authorisation sheets will be retained by the Principal.

5.2 Under no circumstances should students access the internet using a staff log-in.

6. MISUSE OF THE SCHOOL'S INTERNET FACILITIES

6.1 Certain types of use of the Internet are unacceptable and they may also be illegal.

6.2 Cases where employees are suspected of intentionally misusing the school's Internet facilities, will be dealt with under the school's Disciplinary Procedure.

6.3 Examples of what is considered to be misuse of the school's Internet Facilities are given below, but this is not an exhaustive list:

7. ILLEGAL MATERIAL

The vast majority of information on the Internet is of a very interesting and informative

nature. Unfortunately the Internet has also attracted the attention of many of the less desirable elements of modern society and information is available on the Internet, which is of an illegal, harmful, pornographic and obscene nature.

Unacceptable Material

7.1 It is illegal to create, access, copy, store, transmit or publish any material, which falls into the following categories:

National Security - Instructions on bomb making, illegal drug production, and terrorist activities;

Protection of Minors - Abusive forms of marketing, violence, and pornography;

Protection of Human Dignity - Incitement to racial hatred or racial discrimination. harassment;

Economic Security - Fraud, instructions on pirating credit cards;

Information Security - Malicious hacking;

Protection of Privacy - Unauthorised communication of personal data, electronic harassment;

Protection of Reputation - Libel, unlawful comparative advertising;

Intellectual Property - Unauthorised distribution of copyrighted works e.g. software or music.

Unacceptable Activity

7.2 It is unacceptable to create, access, copy, store, transmit or publish any material which is:

- Obscene, Vulgar.
- Likely to irritate or waste time of others.
- Subversive to the purposes of the Academy.
- Damaged to the reputation of the Academy.

For the purposes of these guidelines, obscene and vulgar are defined as follows:

- Obscene - Indecent, Lewd, Repulsive.
- Vulgar - Offending, Against good taste, Coarse.

When assessing whether material is unacceptable, each case will be judged on its merits, taking into account the individual circumstances.

Private Use

7.3 The use of the school's Internet or email facilities is not permitted for the pursuit of a private business, or for personal financial gain or gambling.

7.3.1 Limited private use of the school's Internet facilities is permitted. When you are using the Internet and/or email at work for private use, you are still identifiable as an employee of Rokeby Park Primary School. You should not therefore engage in any activities that could bring Rokeby Park Primary School into disrepute. Personal use of the system, for browsing the Internet or sending external email messages to friends or family, should be moderator and in your own time. Private use should not interfere with your work.

7.3.2 When sending personal emails whilst using Rokeby Park Primary School ICT devices you must use a private email account not your [name@rokebypark.hull.sch..org.uk](mailto:yourname@rokebypark.hull.sch..org.uk).

7.3.3 All Internet use is monitored.

7.4 It is also unacceptable to undertake any activity, which is intended to:

- Corrupt any information held or transmitted on the Internet.
- Detect weaknesses in the security infrastructure (testing firewalls, cracking passwords)
- Disrupt the normal functioning of the Internet or related services (overloading transactions, introducing viruses)
- Damage the reputation of the Rokeby Park Primary School.

8. DOWNLOADING SOFTWARE

8.1 No software should be downloaded on to the school's network nor onto the schools equipment unless that download is carried out by RM Technical Staff.

8.2 Staff should:

- Not post information and photos about themselves, or school-related matters, publicly that they wouldn't want employers, colleagues, students or parents to see.
- Keep passwords secret and protect access to accounts.
- Not befriend students on social networking sites.
- Keep personal phone numbers private and not use their own mobile phones to contact pupils or parents.
- Use an school mobile phone when on an school trip.
- Keep phones secure while on school premises and report thefts to the police and mobile operator as soon as possible.
- Ensure that school rules regarding the use of technologies are consistently enforced.
- Not personally retaliate to any incident.
- Report any incident to the appropriate member of staff in a timely manner.

9. REVIEW PROCESS

9.1 The policy and guidelines will be regularly reviewed to ensure that they remain timely and relevant.

Review

This policy will be reviewed annually.

Reviewed: November 2020 by C Smith & A Gawthorpe

Next review date: November 2021

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I confirm I have received a copy of the Acceptable Use Policy for staff. I confirm I have read and understood the policy.

Name:

Signature:

Date:

Please return this slip to the Headteacher when signed

