

# Swift Academies

## IT Acceptable User Policy for staff, students and visitors

**Accepted by:** Board of Trustees March 2018

**Approving Body :** Board of Trustees

**Committee :** Standards

**Review Cycle:** 1 year

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**Date for next review:** June 2022

### Introduction

Swift Academies continues to invest heavily in Information and Communication Technology. The provision of ICT throughout the Trust is integral to the curriculum of all subject areas and the administrative systems that support the school's operations. This document sets out the Trust's policy for acceptable use of these systems by staff, students and visitors who use our ICT provision.

### Privacy

The Trust reserves the right to monitor all activity on the Trust's networks by all users. All electronic data held on the Trust's systems is the property of the Trust. The Trust ICT Manager and any designated staff can access any data stored on the Trust's systems at any time to ensure the system is being used appropriately. Also, at the request of the Chief Executive/Head Teacher/Head of School or a Line Manager the Trust ICT Manager will investigate if there has been a breach of this policy by searching files and communications on the Trust's systems and its hardware/software. Users should not expect nor assume that their files, emails and Internet activities are private.

### Use of Trust ICT Systems

Staff and students and visitors are provided with free access to a wide range of ICT provision to enable and assist their work and educational development. By using the Trust's provision all users are agreeing to this acceptable use policy. **When logging on to any computer in the Trust, users are presented with an information message that alerts them to the fact they are bound by the terms in this policy. All users must click OK to show that they agree to the policy before they can continue to use the systems.** All users will be made aware of this facility prior to using the network. This action is considered as further agreement to the terms of this policy. Users are responsible for their use and activity on the Trust's ICT systems. Any use that contravenes this policy will be dealt with by the standard disciplinary routes and may involve withdrawal of ICT usage privileges and potential disciplinary action. These sanctions will be applied at the discretion of the Chief Executive/Head Teacher/Head of School.

### Acceptable Use

Users are expected to utilise the network systems in a responsible manner. All computer systems and networks including personal devices connected to Swift Academies systems will be regularly monitored to ensure that they are being used in a responsible fashion.

Below is a set of rules that must be complied with.

1. I will not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring Swift Academies or any school or college within Swift Academies into disrepute.
2. I will use appropriate language –I will remember that I am a representative of Swift Academies on a global public system.
3. Illegal activities of any kind are strictly forbidden.
4. I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
5. I understand that staff under reasonable suspicion of misuse in terms of time, activity or content may be placed under retrospective investigation or have their usage monitored.
6. Privacy – I will not reveal any personal information (e.g. home address, telephone number, social networking details) of other users to any unauthorised person. I will not reveal any of my personal information to students.
7. I will not trespass into other users' files or folders.
8. I will ensure that all my login credentials (including passwords) are not shared with any other individuals, displayed or used by any individual than myself. Likewise, I will not share those of other users.
9. I will ensure that if I think someone has learned my password then I will change it immediately and/or contact a member of the senior leadership team
10. I will ensure that I log off after my network session has finished, or will lock the computer to make it secure until my return.
11. If I find an unattended machine logged on under other user's username I will **not** continuing using the machine – I will log it off immediately.
12. I will not use personal digital cameras or camera phones for creating or transferring images of children and young people without the express permission of the senior leadership team.
13. I am aware that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Anonymous messages are not permitted. I am aware that all emails are backed up and that my emails in the backup may be searched if an investigation is required with or without my knowledge. I understand that my email account and other online/offline storage files can be searched if an investigation is required with or without my knowledge.
14. I will not use the network in any way that would disrupt use of the network by others.
15. I will report any accidental access, receipt of inappropriate materials or filtering breaches/unsuitable websites to a member of the senior leadership team
16. I will not use “USB drives”, portable hard-drives, or personal devices any other device on the network (wired or wireless) on the network without having them “approved” by a member of the senior leadership team or Swift Academies ICT Department.
17. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use. I understand that all websites I visit are recorded and maybe searched, with or without my knowledge, if an investigation is required.
18. I will not download/install any software, system utilities or resources from the Internet or digital device.
19. I will set up a secure pin code on my phone or similar connected device that is connected to the email system.

20. I will also notify Swift Academies ICT Department immediately if a phone or similar connected device which is connected to email or other software associated with the Trust is lost or stolen. This will give the opportunity for the ICT Team to disable your device
21. I will ensure that any private social networking sites/blogs etc. that I create or actively contribute to, are not confused with my professional role in any way.
22. I will support and promote Swift Academies or any school or college within Swift Academies e-safety and Data Security policies and help students be safe and responsible in their use of the Internet and related technologies.
23. I will not send or publish material that violates the Data Protection Act (GDPR) or breaching the security this act requires for personal data, including data held on SIMS, MIS & other Trust Software systems
24. I will not receive, send or publish material that violates copyright law. This includes materials sent/received using Video Conferencing or Web Broadcasting.
25. I will not attempt to harm or destroy any equipment or data of another user or network connected to Swift Academies ICT Network.
26. I will ensure that portable ICT equipment such as laptops, digital still and video cameras are securely locked away when they are not being used.
27. I will ensure that any Personal Data (where the Data Protection Act applies) that is sent over the Internet will be encrypted or otherwise secured.
28. If I transport Swift Academies equipment between home and Swift Academies or another destination I must not leave the equipment unattended.
29. I understand that ALL my network activity is logged and that it might be searched, with or without my knowledge, if an investigation is required. Permission to do so will only be instructed by the Chief Executive Officer.
30. I understand that I must follow agreed protocols when using an ICT room or any ICT resources within Swift Academies or any school or college within Swift Academies
31. At any time and without prior notice, Swift Academies management reserves the right to examine email, personal file directories, and other information stored on Swift Academies network and equipment. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of Swift Academies information systems. Permission to examine such information will only be granted by the Chief Executive Officer
32. I will not play ICT based games, other than those explicitly allowed for teaching purposes
33. I will not print inappropriate content or images not relevant to my education unless explicitly allowed for teaching purposes.

### **Responsible Internet Use for Primary Pupils**

These rules will help keep us safe and help us to be fair to others when using computers for fun, communication and learning:

#### **Using the computers**

- On the school network, I will use only my own username and password, which I will keep secret.
- I will only access account on the network and the files and folders this permits.

## **Using the Internet**

- I will ask permission from a teacher before using the Internet.
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor Internet sites I visit.
- I will only complete and send forms with a teacher's permission.
- I will never give my name, address or telephone number when completing forms.
- I will not use Internet chat.

## **Using e-mail**

- I will ask permission from a teacher before using my e-mail.
- I will immediately report any bad messages sent to me because this will help protect other pupils and myself.
- I understand that e-mail messages I receive or send may be read by others.
- I will only e-mail people my teacher has approved.
- I will only send an e-mail when it has been checked by my teacher.
- I will not give my name, address or telephone number.

## **Using the Learning Platform**

- I will only use my own logon and password.
- I will not share my password with others.
- Anything I write or put on the Learning Platform will be polite and sensible.
- I will ensure my microphone is muted and my camera is turned off
- I will only use the chat feature to ask questions
- I will never record a lesson

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being.

## **Additional guidelines**

Staff must comply with the acceptable use policy of any other networks that they access. This includes any external system that Swift Academies is partnered with

## **SERVICES**

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. Swift Academies or any school or college within Swift Academies will not be responsible for any damages suffered while on the system. These damages include loss of data because of delays, non-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

## **NETWORK SECURITY**

Users are expected to inform a member of the senior leadership team if a security problem is identified and should not demonstrate this problem to other users. Files held on Swift Academies network will be regularly checked by Swift Academies Trust ICT Manager, by request of the senior leadership team. Users identified as a security risk will be denied access to the network. Users who want to have their smartphone or internet connected device used for remote access or email should first be authorised to have this feature enabled by Swift Academies Trust ICT Manager or a member of the Senior Leadership Team. Any connected smartphone or tablet must have a secure pin number set to protect the email/remote access. Lost/Stolen devices should be immediately reported to Swift Academies Trust ICT Manager or a member of the Senior Leadership Team.

## **MEDIA PUBLICATIONS**

Written permission from parents or carers must be obtained before photographs of or named photographs of students are published. Also, examples of students' work must only be published (e.g. photographs, videos, TV presentations, web pages etc) if written parental consent has been given.

## **Social Media & Messaging**

All users should be aware of the risks associated through using Social Media & Messaging in their professional role. Becoming friends or following students on social media platforms is not acceptable with the only exception being where a member of staff has children within Swift Academies or any school or college within Swift Academies. Any use of personal social media that brings Swift Academies or any school or college within Swift Academies into disrepute will result in disciplinary action. Users should not use any form of internet messaging services within their role apart from those that are approved by Swift Academies.

## **Formal acknowledgement of the acceptable user policy (AUP)**

Visitors or temporary members of staff will be alerted to the AUP when they meet the Trust ICT Manager or associate to gain their unique log on information. They will also sign an agreement to abide by the AUP. This will be in their induction pack.

This policy and guidelines are not meant to be an exhaustive list and should be taken in conjunction with the Safeguarding practice and procedures in school and the school E Safety policy. These can be found at [www.swiftacademies.org.uk/policies](http://www.swiftacademies.org.uk/policies)