



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Acceptable Use of IT Systems Policy

Chairs Signature	
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Table of Contents

1.REVISION HISTORY.....	3
2.DOCUMENT APPROVAL	3
3.PURPOSE.....	4
4.SCOPE.....	4
5.POLICY STATEMENT	4
6.SYSTEM ACCESS CONTROL – INDIVIDUAL RESPONSIBILITIES.....	6
7.INTERNET AND EMAIL CONDITIONS OF USE	8
8.CLEAR DESK AND CLEAR SCREEN STANDARDS & CONTROLS	9
9.REMOTE WORKING (WORKING OFF-SITE)	9
10.MOBILE STORAGE DEVICES	10
11.SOFTWARE & VIRUSES.....	10
12.TELEPHONY AND PHOTOGRAPHY	11
13.TERMINATION OF CONTRACT.....	11
14.MONITORING & FILTERING.....	12
15.SECURITY RISKS	12
16.DEFINITIONS	13

1. Revision History

The below table provides the revision history for this document. Each revision has an associated date, issue number, and description of the changes and/or content. The document revisions appear in descending order, with the most-recent iteration appearing first in the table.

Date	Version	Description	Author
29/06/2023	0.d	2 nd Review. Various changes following migration to new cloud based MIS and reflective of current working practices	Sarah Burns, Data2Action
15/07/2022	0.c	1 st Review no changes	Sarah Burns, Data2Action
11/06/2021	0.b	Final Approved	Jacqui Ridley
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2. Document Approval

Document Name	Acceptable Use of IT Systems Policy	
Publication Date	14 July 2023	
Prepared by	Sarah Burns, Data2Action	
Approval (Name & Organization)	Name See cover	Sign

3. Purpose

The purpose of this policy is to ensure that the Bishop Wilkinson Catholic Education Trust (the Trust) IT systems are used in a way that minimises the risks of any information security or data protection breaches.

The overall objective of this policy is to ensure that employees, associates, contractors and agency staff adhere to the Data Protection and Information Security obligations placed upon them by the legislation which currently includes (and is not limited to) the UK General Data Protection Regulation, the Data Protection Act (2018), Privacy and Electronic Communications Regulations (PECR) 2003 and the Computer Misuse Act (1990) and to support adherence to all other relevant Trust Information Security Policies.

The Trust is committed to ensuring that it complies with all legal and regulatory requirements when conducting its business activities.

4. Scope

This 'Acceptable Use of IT Systems' Policy covers the security and use of all Trust IT systems including but not limited to the use of email, internet, voice and mobile IT equipment.

Additional processes, standards or procedure documentation may be implemented at a school level to support the minimum requirements outlined within this policy. It should be interpreted that it has the widest application, to include new and developing technologies and uses, which may not be explicitly referred to in this policy.

This policy applies to all employees (permanent and temporary), associates, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to the Trust's business activities, and to all information handled by the Trust and third parties with whom it deals with. It also covers all IT and information communication facilities operated by or on behalf of the Trust.

The Trust has no appetite for any regulatory breaches and will never knowingly / intentionally breach any applicable law or regulation relevant to the conduct of its business activities. The Trust has a very low risk appetite to breaches of this policy and its associated policies, standards and controls and procedures.

4. Policy Statement

DATA PROTECTION LEGISLATION

At the time this policy was written, it aims to satisfy data protection legislation in the United Kingdom which are; -

- The UK General Data Protection Regulation (UK GDPR)
- The UK Data Protection Act 2018

- Privacy and Electronic Communications Regulations (PECR) 2003

Where there are changes made to the above legislation, this policy and related policies will be reviewed to assess if any updates are required.

It is the Trust policy to:

- promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching and innovation to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to students and employees.
- have appropriate technical and organisational measures in place to ensure continued compliance with the Data Protection Act and GDPR which includes ensuring individuals are aware of their obligations and issue rules and instructions (via relevant policies and procedures) on what individuals are (and are not) permitted to do.
- ensure information is only accessed by those who have appropriate authority to do so.
- ensure authorised users have access to information and associated assets only as and when required within a need-to-know basis.
- ensure all data and confidential information that the Trust manages is suitably secure to protect against consequences of breaches of confidentiality, failures of integrity or interruptions to the availability of that information.
- meet all data protection and information security requirements under the relevant regulations, legislation, organisational policies / procedures and contractual obligations.
- ensure the security and integrity of all its data, services and processes by ongoing reviews and oversight of all new and existing data privacy risks, to ensure appropriate controls are operating effectively or implemented and documented when any new risks are identified.
- provide a secure working environment for all individuals supporting the Trust.
- require all individuals to ensure that the security, confidentiality and integrity of the data they are handling is suitably robust.
- promote this policy and raise awareness of data privacy.
- provide appropriate data privacy training for individuals and where relevant, connected third parties.

Important

It is of critical importance that you do not communicate with pupils or ex-pupils under the age of 18 using social media without the express permission of the CEO of the Trust. Any social media communication must be done through official Trust/school social media accounts that Trust senior leaders and the school SLT have approved.

Failure to comply with this may result in disciplinary action which could lead to dismissal.

5. System Access Control – Individual Responsibilities

Access to the Trust IT systems is controlled by implementing user IDs, passwords and Multi Factor Authentication (MFA) via an approved Trust Dongle. All user IDs and passwords are to be uniquely assigned by the Trust IT team only and to named individuals. **Individuals are accountable for all actions on the Trust's IT systems.**

Individuals must not:

- Allow anyone else to use their user ID/ Dongle and password on any Trust IT system, including from secured printers.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access the Trust's IT systems/ printers.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to the Trust IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non -Trust authorised device to IT systems or network other than the guest network.
- Store Trust data on any non-authorised equipment.
- Give or transfer Trust data or software to their own personal devices, personal email account or any person or organisation outside of the Trust without the authority of the Trust.
- Head Teachers and all Line managers must ensure that individuals are given clear direction on the extent and limits of their authority regarding access to the Trust IT systems and data.

6. Using your own device (Bring Your Own Device)

We recognise that certain advancements in technology will improve effectiveness and aid productivity within the Trust therefore authorised employees will be permitted to use their personal devices for work purposes. This includes email, file sharing and use of Trust approved software and apps.

The correct usage of these devices must be always ensured therefore there are standards and processes that apply to all staff authorised to use their personal device. It is imperative

that employees deploy the same principles of data security when using their own devices as they would a Trust device. Employees must make themselves familiar with our data protection policy and always adhere strictly to its principles.

Employee responsibilities

Any access to the Trust's network must be approved and the following responsibilities always apply:

- illicit materials must not be stored or transmitted from or to any device (Trust or personal).
- you must not use any device (Trust or personal) for Trust business whilst you are driving, unless in doing so complies with current UK legislation.
- apps deemed necessary for business use will be pushed remotely to the device by the IT department upon agreement to the policy. Apps for private use will not be supported by the Trust.
- it is the employee's responsibility to ensure that all devices and personal data are backed up in the event that this data is lost and the device wiped.
- if your personal mobile device is lost or stolen you must advise the IT department immediately to ensure access to the Trusts network is deactivated. Immediate notification is imperative so that the trust may assess the risk of a loss of personal data as defined in the General Data Protection Regulation and current Data Protection Act.

Devices and security

Any personal device used for work purposes must contain a level of security in line with our existing IT infrastructure, this will include passcode protection and automatic locking when idle. Access to the Trust's infrastructure will be in line with current security levels and user profiles. The Trust will not allow any device to connect to the network which has been jailbroken, (e.g. where officially released software restrictions placed by the manufacturer are removed to circumvent security breach prevention)) altered or tampered with in any way. It is the individual's responsibility to ensure this is adhered to and that any device that subsequently becomes jailbroken, altered or tampered with will have all access to the network revoked.

Any Trust data and confidential information available on a personal device must be accessed by the authorised user only and this should be in line with the existing IT and data protection policies. No access to the device or Trust's network will be permitted for third party users.

Personal devices will be wiped remotely by the Trust IT Team in cases of a suspected confidentiality breach, lost or stolen device or termination of employment. The Trust holds no responsibility with regards to any loss of personal photos and/or applications as a result of this action.

The responsibility for the upkeep of the device and any liability or risks associated with the use of the device for business purposes remain with the employee.

The personal device should be made available for monitoring upon request by the Trust IT Team. Every effort will be taken to ensure that personal data is not accessed on the device,

however in the event that this is not possible no records of the information will be stored and that data will not be used unless required by law.

The Trust may need to apply security policies to your device which will protect the Trust's information held on your device. We expect you to accept any updates pushed to your device by the Trust.

The employee assumes full liability for risks including, but not limited to, the partial or complete loss of Trust and personal data due to operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

General

The following general points apply to usage of your own device for business purposes:

- personal devices remain the responsibility of the employee and all associated costs for the device and the running of the device shall remain with the employee
- the Trust accepts no responsibility for any loss or damage to personal devices that are the result of employee failure to observe rules, procedures or instruction, or, as a result of your negligent behaviour
- misuse of Trust information, data and/or software provided by the Trust will be treated a gross misconduct which will result in formal disciplinary action being taken up to and including dismissal
- upon termination of employment you must ensure that all Trust data and software is removed from your device on your last day of work at the latest. Evidence of this must be presented upon request to the IT department, who may require you to submit your device to them for inspection and removal of Trust data and software if necessary
- any breach of this policy may result in formal disciplinary action being taken up to and including dismissal upon request

7. Internet and Email Conditions of Use

Use of the Trust's internet and email is intended for work related use only. Personal use is permitted where such use does not affect the individual's work performance, is not detrimental to the Trust in any way, not in breach of any terms and conditions of employment and does not place the individual or Trust in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the Trust considers offensive in any way, including sexually explicit, discriminatory, defamatory, or libellous material.

- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to the Trust, alter any information about it, or express any opinion about the Trust, unless they are specifically authorised to do this.
- Send unprotected personal or confidential information externally (all must be marked as confidential in the subject title of any email).
- Forward any related Trust email to personal (non-Trust) email accounts (for example a personal Hotmail account)
- Make official commercial commitments through the internet or email on behalf of the unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property. Always check permissions first.
- Download and install any software from the internet without prior approval of the IT Department.

8. Clear Desk and Clear Screen Standards & Controls

To reduce the risk of unauthorised access to or loss of information, the Trust enforces the following clear desk and clear screen standards and controls:

- Personal or confidential work-related information must be protected using security features provided for example, the use of Trust approved secure printers which require a unique passcode.
- Any printed material must be collected from printers without delay.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when left unattended.
- Care must be taken to not leave confidential paper material on printers or photocopiers including when working remotely
- All business-related printed material that is no longer needed must be disposed of using confidential waste bins/bags or shredders.
- Desks should be left clear of all confidential paper documents at the end of each working day, including when working remotely.
- Confidential papers should be secured in lockable pedestals and cupboards (where provided).
- Confidential papers should not be left in meeting rooms once a meeting has finished.
- White boards and flip charts should be cleared of all information following a meeting.

9. Remote working (working off-site)

It is accepted that laptops and mobile devices can be taken off-site if required however the following controls **must** be applied:

- Equipment and media taken off-site must not be left unattended in public places and not left in plain sight within a car.
- Dongles used for Multi Factor Authentication (MFA) purposes must not be left alongside the laptop in vehicles and must be stored securely out of plain sight.
- Laptops must be carried as hand luggage when travelling on any public service journey.
- Care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.
- Screen lock electronic devices when not in use.
- Use caution when working on any Trust or customers data whilst outside the office (e.g., during a train journey when other passengers may be able to view the information you are working on).
- Individuals should take care if discussing any commercial or customer matters outside of the office where other members of the public are able to overhear conversations.

10. Theft, Loss or damage of Trust IT Equipment

All individuals are obligated to take extra care when using Trust IT devices outside of the workplace. Individual safety is of utmost importance to the Trust so you should not attempt to protect any Trust equipment if there is a potential risk to your health or wellbeing. If any device is lost or stolen individuals must:

- Report the loss or theft to their Line Manager as soon as they become aware.
- Line Managers/ Headteachers are responsible for notifying the loss or theft to the DPO, CTO and COO.
- Consideration should be given regarding onward reporting to the Police.
- Any damaged equipment must be returned to the IT department, individuals must not attempt to dispose of broken equipment themselves.

11. Mobile Storage Devices

Mobile storage devices such as USB/ memory sticks and removable hard drives must not be used in the normal course of day-to-day activity. Only in exceptional circumstances and where authorisation is granted by a Trust IT Director can such use be permitted. Prior to seeking authorisation, a Data Protection Impact Assessment (DPIA) must be completed to assess and mitigate any potential risks and presented to the Trust IT Director for assessment and authorisation, as deemed appropriate. Only Trust authorised mobile storage devices (USB) with encryption enabled are permitted when transferring personal, sensitive or confidential data.

12. Software & Viruses

SOFTWARE

Individuals must use only software that is authorised by the Trust and on the Trust's computers. Authorised software must be used in accordance with the software supplier's

licensing agreements. All software on the Trust's computers must be approved and installed by the relevant Trust IT department.

VIRUSES

The IT department has implemented centralised, automated virus detection and virus software updates within the Trust. All PC's have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Attempt to remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection.

13. Telephony and Photography

The Trust telephones are intended for work-related use and personal use should be kept to a minimum.

Individuals must not:

- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or international operator services unless is the call is for business use.

PHOTOGRAPHY

All photography taken within the school for educational purposes should be formally approved by the Headteacher. Whilst the Trust understands that most people will have camera phones they must:

- Make sure no personal or confidential data appears in the photo (consider computer screens that may be on show or paper documents on desks).
- Think carefully before posting any workplace photos on social media (they often reveal more about the Trust and security than individuals may think).
- Never take any photographs of any computer screens, especially any photographs of personal or confidential data as this will be considered a breach of security leading to a possible disciplinary offence.

14. Termination of Contract

All the Trust's IT equipment and data, for example laptops and mobile devices, including telephones, smartphones must be returned to the Trust immediately upon termination of contract.

All Trust data or intellectual property developed or gained during the period of employment remains the property of the Trust and must not be retained beyond termination of employment or reused for any other purpose. Trust data or intellectual property must not be compromised in anyway including any deletion of records (emails, online files) or the complete or partial wiping clean of IT and filing systems. All information and intellectual property must remain available and accessible as if the employee were remaining in employment.

15. Monitoring & Filtering

All data that is created and stored on the Trust computers is the property of the Trust and whilst complying with Data Protection Regulation, there is no official provision for individual data privacy, however wherever possible the Trust will avoid opening personal emails.

IT system monitoring will take place where necessary and appropriate and investigations will also be carried out where reasonable suspicion exists of a breach of this or any other policy. The Trust has the right (under certain conditions) to monitor activity on its systems, including internet and email use, to ensure systems security and effective operation, and to protect against misuse. The Trust will also complete a sweep for information stored in its IT systems, including email accounts, so as to fulfil its statutory obligations of responding to Subject Access Requests under Data Protection legislation.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 2018, the UK General Data Protection Regulation, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

It is the responsibility of all individuals to report suspected breaches of security policies without delay to the Headteacher, the IT department or a Trust Director/DPO in line with the GDPR Data Breach Process.

All breaches of information security and data protection policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with the Bishop Wilkinson Catholic Education Trust disciplinary procedures.

16. Security Risks

While acceptable usage of IT systems can prevent many security risks, individual actions are also important when applying information security or data protection requirements. Its therefore important to ensure to:

- use extreme caution when opening email attachments from unknown senders or unexpected attachments from any sender.
- be on guard against social engineering, such as attempts by outsiders to persuade you to disclose confidential information, including employee, pupil or school confidential information.
- be wary of fake websites and phishing emails.
- don't click on links in emails or social media.

- don't disclose passwords and other confidential information unless you have confirmed identity and need to know principle.
- use social media, including personal blogs, in a professional and responsible way, without violating policies or disclosing confidential information.
- take particular care of IT assets when you are away from home or out of the office.
- follow clear desk requirements ensuring paper based confidential information is secured where unauthorised people cannot see it and shredded when no longer required.

If you notice any signs of unusual or suspicious events which could lead to a potential or actual security breach it should be reported immediately in line with the GDPR Data Breach Process.

Examples of such events are as follows:

- Unexpected system or application crashes.
- Abnormal slow running of a laptop.
- Signs of physical tampering to a laptop device.

17. Definitions

Trust means all schools within the Bishop Wilkinson Catholic Education Trust who process Personal Data.

COO means the Chief Operating Officer.

CTO means the Chief Technology Officer

Data means all personal and non personal data and information developed or gained during the course of employment and which is the property of the Trust.

DPO means the Data Protection Officer, the individual within the Bishop Wilkinson Catholic Education Trust who has oversight for Data Privacy compliance.

UK GDPR means the UK General Data Protection Regulation which is a regulation in UK law on data protection and privacy for all individuals within the UK.

Individuals means any employee, contractor, agent who any such person employed on behalf of the Bishop Wilkinson Catholic Education Trust

Personal Data means data relating to a living individual.

Policy means the GDPR Acceptable Use of IT Systems Policy.

The Bishop Wilkinson Catholic Education Trust Systems means any system, device and equipment owned by The Bishop Wilkinson Catholic Education Trust.



St. Joseph's Catholic Primary School
KS1 Pupil's Acceptable Use Policy



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

**'The best interests of the child must be a top priority in all things that affect them'.
Article 3 of the United Nations Convention on the Rights of the Child.**

Young people are entitled to access to technology to help ensure that they can achieve their potential in their learning.

Young People are not entitled to abuse technology by deliberately attempting to interfere with the performance of the school or agency systems or devices belonging to other people.

Young People are not entitled to use devices and Internet services to have a negative impact on other people. This includes cyber bullying, Hyper Link to bullying site of any members of their school community, or wider community or have inappropriate access to other people's files and documents on the school or agency systems and the Internet.

Young People will abide by the following code of conduct:

- I will check with a grown up before using the internet.
- I will tell a grown up if something I see makes me feel worried.
- If I get stuck or lost on the internet I will ask for help.
- I can write polite and friendly messages to people I know.
- I will keep my personal information, my name, address, my school, my pictures "Top Secret" and not share it on an app or website.
- If I need to bring a mobile phone to school, I will hand it to the office for safe keeping until the end of the school day.
- I will not bring a tablet to school.

Name:

Signed:

Date:



St. Joseph's Catholic Primary School
KS2 Pupil's Acceptable Use Policy



**'The best interests of the child must be a top priority in all things that affect them'.
Article 3 of the United Nations Convention on the Rights of the Child.**

Young people are entitled to access to technology to help ensure that they can achieve their potential in their learning.

Young People are not entitled to abuse technology by deliberately attempting to interfere with the performance of the school or agency systems or devices belonging to other people.

Young People are not entitled to use devices and Internet services to have a negative impact on other people. This includes cyber bullying, Hyper Link to bullying site of any members of their school community, or wider community or have inappropriate access to other people's files and documents on the school or agency systems and the Internet.

Young People will abide by the following code of conduct:

For my own personal safety...

- I will ask permission from a member of staff/adult before using the Internet.
- I am aware of "stranger danger" when I am communicating online.
- I will never arrange to meet someone or give any personal information over the Internet (name, address, telephone number, name and address of school, bank or credit card details).
- I will tell an adult about anything online which makes me feel uncomfortable.
- I will only E-mail people I know, or who have been approved.
- I will report any unpleasant material (including on the internet) or messages sent to me. I understand this report would be confidential and would help protect other young people and myself.
- I will not attempt to bypass the system security to access material which is not permitted by my school.
- I understand that the school/agency may check my computer files and activity and may monitor the Internet sites I visit.
- I will be very careful when sharing pictures or video of myself or my friends, if I am in school I will always check with a teacher
- I will not put my "Personal Information" online. (My full name, birthday, phone number, address, postcode, school etc.)

To keep the system safe...

- I will only access the system with my own login and password, which I will keep secret.
- I will not allow other people to use my logon or password.

- I will not access other people's files.
- I understand that the ICT systems are primarily for educational use and I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not bring to school/agency any devices, to connect to the network or internet, from outside school unless I have been given permission.
- I will only use my own devices (including mobile phones PDAs, cameras, games consoles) when permitted and only for activities acceptable to the school.
- I will not install software without permission.
- I will not try to download or upload large files without permission which may make the system slow for other users.
- I will not use the system for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting without permission.

Responsibility to others:

- The messages I send will be polite and responsible.
- I understand that it is not acceptable to post or distribute images or video of other people without their permission.
- Where work is copyrighted (Including music, videos and images) I will not either download or share with others.
- I understand that the organisation may take action against me if I am involved in incidents of inappropriate behaviour wherever their location. If the activities are illegal this may be reported to the police.

Personal Devices:

- The school cannot accept responsibility for loss or damage to personal devices.
- It is not permitted for pupils to use Mobile Phones during the school day. Phones should be handed in to the office at the beginning of the school day and collected at the end.
- Other devices (e.g. Games consoles, cameras) should only be brought into school with permission from a teacher.

Name:

Signed:

Date:



St. Joseph's Catholic Primary School
Staff and Governors Acceptable Use Policy



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

**'The best interests of the child must be a top priority in all things that affect them'.
Article 3 of the United Nations Convention on the Rights of the Child.**

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. 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 Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

Colleagues must ensure that they fully understand that the consequences of inappropriate activity can be severe, leading to dismissal and criminal proceedings.

1. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, tablets, digital cameras, email and social media sites.
2. School owned information systems must be used appropriately. 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 intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. Staff mobile phones are allowed in school but should only be used for communication when not working with children. Staff mobile phones should not be used during lessons or when children are present.
4. Cameras on personal phones or tablets will not be used to take pictures of children in any circumstances.
5. I understand that any hardware and software provided by my school for staff use can only be used by members of staff.
6. Personal use of school ICT systems and connectivity is only permitted with the consent of the headteacher, outside of the school day.
7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
8. I will respect system security and I will not disclose any password or security information. Log in passwords should be changed on a regular basis to improve security and prevent inappropriate use of school systems.

9. It is not permitted to use another person's log in details. On occasions when log ins are shared the details of this will be recorded in an e safety log or similar document.
10. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager. No device will be introduced to IT systems without ensuring it is free from malware, inappropriate/illegal content.
11. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary, and will be kept private and secure with appropriate security measures in place. All photographs and videos of children should therefore be stored on the school staff shared area. Any personal data which is being removed from the school site should be stored securely and used appropriately. Encrypted memory sticks will be used at all times especially when any pupil information (reports, assessment data, personal data, photographs etc.) is taken off site. Unencrypted memory sticks should not be used on school computing devices.
12. I will not keep professional documents which contain school-related personal information (including images, files, videos etc.) on any personally owned devices (such as laptops, digital cameras, mobile phones).
13. If I choose to use a portable device (Phone, Tablet etc...) to collect my work e-mail I will ensure that the device is locked by a pin code or password and will be wiped when I dispose of the device.
14. Digital Images or videos of pupils will only be taken from the school premises using encrypted memory sticks.
15. I will not use unapproved cloud storage systems (Dropbox, icloud etc) for storing personal data of staff or pupils.
16. I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
17. I will respect copyright and intellectual property rights. Where work is copyrighted (Including music, videos and images) I will not either download or share with others.
18. I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media.
19. I will not communicate with pupils or ex-pupils under the age of 18 using social media without the express permission of the Headteacher.
20. My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided

email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team. This would include any relatives of current pupils that are my “friends” on a social media site.

21. 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 email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.
22. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, BWCET, or the County Council, into disrepute. This would include any comment made, even in the belief that it is private on social media.
23. I will report all incidents of concern regarding children’s online safety to the Designated Child Protection Coordinator and/or the eSafety Coordinator as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the e-Safety Coordinator or the designated lead for filtering as soon as possible.
24. 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 or files, then I will report this to the ICT Support Provider/Team as soon as possible.
25. I will promote e-Safety 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.
26. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Computing Subject Leader or the Headteacher.
27. I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School’s Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service’s information system or unacceptable or inappropriate behaviour may be taking place, the school will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

Name:

Signed:

Date:



St. Joseph's Catholic Primary School
Visitors Acceptable Use Policy



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

**'The best interests of the child must be a top priority in all things that affect them'.
Article 3 of the United Nations Convention on the Rights of the Child.**

This is not an exhaustive list, and all visitors are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

1. I understand that Information Systems and ICT include not only the school's computers, but also any personally owned equipment such as a phone or tablet and its use on social media such as Facebook or Instagram.
2. Visitor mobile phones must be turned off unless specific permission has been obtained for their use from the Headteacher. Cameras on personal phones or tablets will not be used to take pictures of children in any circumstances.
3. Pupils and their families have a reasonable expectation of privacy so I confirm that I will not publish or share any information I have obtained whilst working in the school on any personal website, blog, social networking site or through any other means, unless I have written permission from the Headteacher.
4. I will not communicate with pupils or ex-pupils under the age of 18 using social media without the express written permission of the Headteacher.
5. I 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. I will not arrange to VC or use a web camera with pupils unless specific permission is given.
6. While in the school my use of ICT and information systems will always be compatible with the ethos of the school, and if I am any doubt, I will check this with a member of staff.
7. I understand that I 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.
8. Visitors are requested not to contact a parent of a child directly, but to go through the school's official channels.
9. School owned information systems must be used appropriately. 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 intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

Name:

Signed:

Date: