

# **PARKINSON LANE COMMUNITY PRIMARY SCHOOL**

## Staffing & Finance Policies

### Improper Use of School ICT Equipment

#### Rationale

1. Parkinson Lane CP School is committed to the effective and cost-effective use of ICT equipment wherever this can be shown to enhance teaching and learning or support the smooth running of the school. The Governors are also mindful of the potential for the abuse of school ICT equipment and therefore, to protect our children and the interests and good name of the school, impose certain restrictions as part of our staff disciplinary code.

#### Purposes

2. To set out clearly the abuses of school ICT equipment that all school staff must be careful to prevent.
3. To signal clearly that such abuses, if proven, will normally constitute misconduct, perhaps gross misconduct, and may lead to dismissal.
4. To institute procedures whereby this policy is brought to the notice of staff.

#### Broad Guidelines

5. School ICT equipment, including laptops and mobile phones issued to staff for use off as well as onsite, may not knowingly be used to download, process or store material that is obscene, sexually explicit, defamatory, racist or homophobic or that could damage the integrity or security of school hardware, software or stored information.
6. Where a member of staff unwittingly downloads or receives such material they should advise the School Administrator of their error as soon as practicable and ensure that the material is removed and that any chance of the error being repeated by themselves or other staff is minimised.
7. Where staff have privileged access to system functions and materials not available to other staff or to children they must ensure their secure means of access is safeguarded at all times.
8. Staff must not seek to bypass protective barriers in order to access system functions or materials to which access is restricted to people specifically authorised.
9. In using systems subject to external scrutiny staff are expected to be good ambassadors for the school and never to do or transmit anything that might bring the school into disrepute.
10. All school staff having access to school ICT equipment are required to sign the undertaking overleaf on commencing employment and annually thereafter to show that they are aware of this policy and committed to actively complying with it.

#### Conclusion

11. Parkinson Lane CP School is proud of the ways in which the benefits of ICT are being exploited by our staff and our children. The school is keen to ensure that everyone is vigilant to protect the children and the school generally from the dangers that ICT and its abuse can sometimes pose.

<b>Staff Consultation</b>	<b>Governor Approval</b>	<b>Review</b>
Date: 2015	Date: 11/05/2015	

## Staff undertaking regarding use of school ICT equipment

All Parkinson Lane CP School staff are asked to make the following undertaking on joining the staff and again at the start of each school year.

1. I have read the school policy on improper use of school ICT equipment set out overleaf and understand the constraints this places on me, especially as regards the use of such mobile phones and laptop computers as are made available to me by the school. I accept that failure to comply with this policy may constitute gross misconduct and could lead to dismissal.
2. I undertake never knowingly to use school equipment in ways that might harm our children or otherwise damage the interests and good name of the school. Accordingly I will comply with the restrictions detailed in the policy set out overleaf.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

## **POLICY ON INTERNET AND E-MAIL USAGE**

The Policy applies to all Council “employees”. “Employees includes all employees of the Council as well as contractors, temporary staff and third parties provided with access to the Council’s information assets.

The Internet is an unregulated environment. Although the Council has implemented pro-active filtering the council will not be liable for any material viewed or downloaded.

The Policy is neither exclusive nor exhaustive; if you are in any doubt about whether you should be using the facilities for a particular purpose – consult your Manager.

The Council’s internet and email facilities remain the Council’s property at all times, and the Council may intercept communications for the purpose of monitoring or for keeping a record of communications relevant to the Council’s business. Where misuse of these facilities is suspected, detailed investigations will be undertaken.

**Failure to comply with this Policy may constitute gross misconduct and could lead to dismissal. Suspected illegal activities may also be reported to the Police.**

### **RED – Unacceptable Use**

- DO NOT knowingly, view, send or receive material, which is obscene, sexually explicit, offensive, defamatory, racist or homophobic in nature, or any material which is intended to cause the receiver or anyone who sees the material harassment, alarm or distress.
- DO NOT use the Internet and e-mail facilities for personal purposes in works time, UNLESS usage is in compliance with the Green – Acceptable Use Section below.
- DO NOT use e-mail to engage in gossip.
- DO NOT make libellous statements about individuals or other organisations.
- DO NOT make statements purporting to represent the Council when they are personal views.
- DO NOT make derogatory remarks or express derogatory opinions regarding the Council.
- DO NOT knowingly, infringe copyright or intellectual property rights.
- DO NOT knowingly, use the facilities for any activity, which is illegal or fraudulent.
- DO NOT use the facility to pursue personal business interests, for gambling or for political purposes not directly related to your job.
- DO NOT allow anyone else to use your Internet access or e-mail account or provide any other person with the means to access these facilities e.g. By disclosing your user ID and password etc.
- DO NOT knowingly, engage in any activity, which threatens the integrity or availability of the Council’s systems.
- DO NOT attempt to gain unauthorised access to (hack) any server/facility whether inside or outside the Council.
- DO NOT install any unauthorised programs, such as screen savers, on the Council’s information assets.

### **GREEN – Acceptable Use**

- YOU MAY use the Internet and e-mail facilities for work purposes.
- YOU MAY use the Internet and e-mail facilities for personal purposes outside works time.
- YOU MAY open personal e-mails received in your Council e-mail account in works time.
- YOU MAY use the facilities, with the prior approval of your manager, for personal purposes in works time.

Where works time is stated above this means the time you are working for the Council.

Where e-mail is stated this means your Council e-mail account. It does not refer to personal web based e-mail accounts, which are treated as Internet access.

If your specific circumstances require a dispensation from this Policy, written permission should be sought from your Headteacher or his/her nominee.

The Council reserves the right to block any website for any reason at any time.