



St. Barnabas
MULTI ACADEMY TRUST
Creating Unique Possibilities

Acceptable Use Policy

Approved by MAT Board

11th February 2019



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Introduction

ICT in its many forms – internet, email, mobile devices etc. are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly.

This policy will be reviewed annually and should be read alongside our Child Protection and Safeguarding Policy.

Responsibilities

All staff at St Barnabas Multi Academy Trust (MAT) must be aware of the following responsibilities both at work and off-site:

- All staff understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops, smart devices (watches etc.) and tablets.
- All staff understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No staff will disclose any passwords provided to them by the school to anyone.
- All staff understand that they are responsible for all activity carried out under their username.
- Staff will not install any hardware or software on any school owned device without the Head's permission, who should seek approval from the Principal.
- Staff will not use any school device for personal use or store any personal data on said devices.
- All staff understand that their use of the internet may be monitored and if anything that breaches unacceptable use is uncovered (as below), it could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an E-safety incident should occur, staff will report it as per safeguarding training as soon as possible.
- All staff are required to report a security incident/personal data breach as soon as it is detected to the Head of School who will escalate it (if required) to the IT Support/Data Protection Officer.

Unacceptable Use

The school network may not be used by a user for any activity that may reasonably be regarded as unlawful or potentially so. This includes, but is not limited to, any of the following activities.



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- Creation or transmission, or causing the transmission, of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- Creation or transmission of material with the intent to cause annoyance, inconvenience or needless anxiety.
- Creation or transmission of material with the intent to defraud.
- Creation or transmission of defamatory material.
- Creation or transmission of material such that this infringes the copyright of another person.
- Creation or transmission of unsolicited bulk or marketing material to users of networked facilities or services, save where that material is embedded within, or is otherwise part of, a service to which the user or their User Organisation has chosen to subscribe.
- Deliberate unauthorised access to networked facilities or services.
- Deliberate or reckless activities having, with reasonable likelihood, any of the following characteristics:
 - Wasting staff effort or St Barnabas MAT resources, including time on end systems on another User Organisation's network, and the effort of staff involved in the support of those systems:
 - Corrupting or destroying other users' data;
 - Violating the privacy of other users;
 - Disrupting the work of other users;
 - Denying service to other users (for example, by overloading of access links or switching equipment, of St Barnabas MAT services, or of services or end systems on another User Organisation's network);
 - Continuing to use an item of software or hardware after the St Barnabas MAT or its authorised IT representative has requested that use cease because it is causing disruption to the correct functioning of the network;
 - Other misuse of the network, such as the introduction of "viruses" or other harmful software to resources on the network, or on another User Organisation's network.
- All staff will only use the school's email/internet/intranet etc. and any related technologies for uses permitted by the Head or MAT Board. If anyone is unsure about an intended use, they should speak to the Head of School beforehand.
- All staff will ensure that data is kept secure and is used appropriately as authorised by the MAT Board, this should be done by raising a support request via the helpdesk.



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- No passwords should be divulged, no memory sticks should be used and no sensitive data (as covered by your GDPR and safeguarding training) should be removed from site unencrypted, the only approved method of information being retrieved offsite is through GSuite (this includes Google Drive) unless there is explicit confirmation of alternative means from the MAT Board.
- Personal devices must only be used in the context of school business, in line with GDPR and with the explicit permission of the Head who should seek approval from the Principal. Personal mobile phones, smart devices (watches etc.) or digital cameras must NEVER be used for taking any photographs related to school business. Each class has a device specifically for this purpose. These school devices must NEVER be used for personal use.
- All staff using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff will only use the approved email system for school business.
- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. Parental consent is recorded in line with GDPR for their children's images being used in our brochure or in the local press. If a parent does not agree to this, we ensure that their child's photograph is not used. When possible, a professional photographer will come to school to take photographs of children. These will then be made available to parents.
- All staff will make every effort to comply with copyright and intellectual property rights.
- All staff will report any incidents of concern regarding staff use of technology and/or children's safety to the Head or the Deputy Designated Professional in line with the Safeguarding Policy.

Clear Desk and Clear Screen Policy

- In order to reduce the risk of unauthorised access or loss of information, St Barnabas MAT enforces a clear desk and screen policy as follows:
- Personal or confidential business information must be protected using security features provided for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or cross cut shredders.



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Actions upon Termination of Contract

- All St Barnabas MAT equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to St Barnabas MAT at termination of contract.
- All St Barnabas MAT data or intellectual property developed or gained during the period of employment remains the property of St Barnabas MAT and must not be retained beyond termination or reused for any other purpose.

I acknowledge I have received a copy of the Staff Acceptable Use of Technology Code of Conduct:

Full Name _____

Signature _____ Date _____