Brookvale Groby Learning Campus

part of the Brookvale Groby Learning Trust

IT ACCEPTABLE USE & E-SAFETY POLICY:
VOLUNTEER & PERSONAL USE

Reviewed: Nov 2024

Date of next review: Nov 2025

1.   Purpose

Technologies have become integral to the lives of children and young people in today's society, both within the learning campus and in their lives outside of it. The internet and other digital technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion and promote creativity, promoting effective learning. They also bring opportunities for staff to be more creative and productive in their work.

This Acceptable Use Policy is intended to ensure:

- Staff and volunteers will be safe and responsible users of the internet and other digital technologies.

- Campus IT systems and users are protected from accidental or deliberate misuse.

The campus will try to ensure that staff and volunteers will have good access to IT to enhance their work and improve opportunities for learners and will, in return, expect staff and volunteers to agree to be responsible users.

2.   Acceptable Use Policy Agreement

I understand that I must use the campus IT systems in a responsible way, to minimise the risk to my safety or to the safety and security of the IT systems and other users. I will, where possible, educate the young people in my care in the safe use of IT and embed e-safety in my work with young people.

I will read or watch the Cyber security training for school from the NCSC (National Cyber Security Centre) and share my certificate with IT

https://www.ncsc.gov.uk/information/cyber-security-training-schools

I will read, understand & abide by the Campus's Social Media Policy.

For my professional and personal safety:

- I understand that the campus will monitor my use of its IT systems.

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- I understand that this agreement also applies to the use of the campus IT systems away from the campus (eg laptops etc).

- I understand that the campus IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the campus, throughout this policy and in the social media policy.

- I will keep my usernames and passwords private and will not try to use anyone else's username and password. If your password becomes known by anyone else, it should be changed immediately.

- I will immediately report any illegal, inappropriate or harmful material or incident, to the appropriate person on the campus.

- I will not allow a student to use my PC, unless under exceptional circumstances whereby I will ensure the student has used their own log in.

I will be professional in my communications and actions when using the campus IT systems:

- I will not access, copy, delete or otherwise alter any other user's files without their permission.

- I will communicate with others in a professional manner.

- I will ensure when I take or publish images of pupils or colleagues, I will do so with their permission and without identifying the subject. I will not use my personal equipment to record these images (unless prior permission has been given by the Headteacher). Where these images are published it must be in accordance with campus procedures (see Data Protection Policy & Code of Coduct).

- I will only use chat and social networking sites whilst on the Campus in accordance with the social media policy.

- I will only communicate with pupils and parents / carers using official campus systems and in a professional manner. I will not share any personal information with a pupil (including personal phone numbers or email address). Nor will I request or respond to any personal information from a young person unless it is appropriate as part of my professional role. I will not use my personal email address in any communication.

- I will not engage in any on-line activity that may compromise my professional responsibilities.

The campus has the responsibility to provide safe and secure access to technologies:

- When I use my personal hand held / external devices on the campus (PDAs / laptops / mobile phones), I will follow the rules set out in this agreement, in the same way as if I was using campus equipment. I will also follow any additional rules set by the campus about such use. I will ensure that when connecting these devices to campus IT systems, they are protected by up to date anti-virus software and are free from viruses.

- I will not copy any personal/sensitive data onto any medium eg external hard drives or memory sticks, with the exception of campus approved cloud storage and campus servers.

- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

- I will not try to upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (eg child sexual abuse images, criminally racist material, adult pornography etc). I will not try to use any programmes or software that might allow me to bypass the filtering / security systems intended to prevent access to such materials

- I will not install or attempt to install programmes of any type on the campus systems, nor will I try to alter computer settings, unless this is allowed in the campus policies. I will not attempt to access files or programs to which I have not been granted authorisation.

- I will not disable or cause any damage to the campus equipment, or the equipment belonging to others.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not display sensitive data e.g. pupil's personal data, while using a projector to display my screen.

- Staff must only use their campus approved cloud storage or campus servers to store documents. No other web based service, such as Dropbox, should be used.

Internet Usage

When using the internet in my professional capacity or for campus sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.

- Where work is protected by copyright, I will not download or distribute copies.

- I will not intentionally prevent others from being able to work by interfering with the Internet capacity (eg. Large uploads of data)

- All computers and associated equipment are the property of Brookvale Groby Learning Campus and must be used in accordance with this policy which adheres to the Computer Misuse Act 1990 and the Data Protection Act 1998. The Network Manager assumes responsibility for maintenance of all hardware and software. Mis-use of equipment includes, but is not limited to the following:

  ➢ Modification or removal of software
  ➢ Unauthorised configuration changes
  ➢ Creation or uploading of computer viruses or other malware
  ➢ Deliberate deletion of files.
  ➢ The uploading of computer files to the campus's network without prior Permission from the copyright owner.

Any of these actions reduces the availability and reliability of computer equipment, puts other users' data at risk and increases downtime caused by repairs, thus delaying other essential work such as upgrades or enhancements.

Laptops

Laptop computers are issued to staff as required. Laptops remain the property of Brookvale Groby Learning Campus all times, and their usage is subject to the following guidelines:

- The laptop must be returned to the campus before or on the last day of employment

- Maintenance of the equipment is the responsibility of the Brookvale Groby Learning Campus. All maintenance issues must be referred to the IT team, through the usual channels.

- All installed software MUST be covered by a valid license agreement held by Brookvale Groby Learning Campus.

- All software installations MUST be carried out by the IT Team or staff with privileges in accordance with the relevant license agreements.

- No software should be removed, uninstalled or disabled under any circumstances. Any software problems should be reported through the usual support channels.

- Antivirus software must be updated regularly. For laptop computers, it will be necessary to connect them to the campus network to update the antivirus software. This should be done at least weekly and is the responsibility of the user.

- The user of the equipment is responsible for all personal files and data stored on the equipment. Backup of the data is the responsibility of the user. It is strongly recommended that all data is regularly backed up, either to Google Drive or to the Brookvale Groby Learning Campus network.

- The user of the equipment must not encrypt any data or password protect any files so as to ensure future usage of the equipment.

- Brookvale Groby Learning Campus cannot be held responsible for loss of data in the event of either a hardware or software failure or user error.

- From time to time, it may be necessary for the IT team to perform software updates and maintenance for which the equipment must be made available on campus when reasonably requested.

- Staff should not allow students to use their laptop.

- Staff should never leave their laptops logged in and unattended. They should be secured when not in use by locking the screen.

- Any damage, loss, or theft to a staff laptop should be reported to the IT Team immediately.

All printer usage can be monitored & recorded. Printing should be in black and white unless absolutely essential. Personal printing should only occur when overseen by the reprographics department. If you wish to work from home, in a secure environment, on personal data, you must do so using an encrypted campus laptop using either the VPN connection or the campus secure google drive environment.

3.   Use of IT systems for personal use

These rules apply to all staff and volunteers on the campus.

- During contracted working hours campus IT systems must not be used for personal or recreational use other than at lunch time. Personal e-mail accounts should not be used.
- Outside of contracted working hours campus IT systems may be used for personal or recreational use provided this does not contravene any of the guidelines within our various IT policies, see below. As an example, it would be acceptable to be listening to the radio whilst working in a classroom, but unacceptable to be running your own website using the campus IT system. If you are unsure, please check with the Network Manager.
- Laptops provided by the campus for use at home or work should primarily be used for campus work, but can also be used for personal purposes, as long as this is in accordance with campus IT policies. For example, it is not appropriate to access material with adult content on a campus laptop, or other sites which are not in accordance with our vision as a campus. If other members of the user's family use a campus laptop it is the responsibility of the member of staff to ensure the laptop is only being used in accordance with campus IT policies.
- Campus laptops need to be brought on to campus for maintenance and monitoring purposes as requested by the Network Manager or Business Manager.

Please be aware that there is regular, random monitoring of the way in which campus computers and internal phones are being used by each member of staff. Any concerns that arise as a result of the monitoring are reported directly to the Headteacher, who will then act in accordance with the

campus's agreed personnel policies, and in consultation with Human Resources at County Hall if appropriate.

Please read these rules in conjunction with the Social Media Policy

I understand that I am responsible for my actions on and off Campus:

- I understand that this Acceptable & Personal Use Policy applies not only to my work and use of campus IT equipment on campus, but also applies to my use of campus IT systems and equipment out of campus, including remote access and my use of personal equipment in campus or in situations related to my employment by the campus.

- I understand that if I fail to comply with this Acceptable & Personal Use Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use the Campus IT systems both on, and off Campus and my own devices within these guidelines.

Signed: Date:

This policy should be read in conjunction with:

The Social Media Policy

The Data Protection Policy

The Secure Data Handling Policy

The Code of Conduct Policy