



STAFF ICT POLICIES

Presented to:

**Trustees Standards Committee
Thursday 24 June 2021**

Date approved: ¹	4 July 2018
Date reviewed: ²	24 June 2021
Date of next review: ³	Summer 2024

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus three years

Footnote:

- Headteacher also means Head of College and Principal
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STAFF ICT POLICIES

The **Staff ICT Policies** are a collection of 4 individual policies which cover the use of the Four Cs network, use of non-domain devices, use of the internet and use of the Trust's email system.

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- 1.0 Network Acceptable Use Policy
- 2.0 Internet Acceptable Use Policy
- 3.0 Email Acceptable Use Policy
- 4.0 (Trust Owned) Non-Domain Device Acceptable Use Policy

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1.0 NETWORK ACCEPTABLE USE POLICY

- 1.1 The Trust reserves the right to monitor staff desktop/laptop usage*.
- 1.2 All laptops provided by the Trust will be encrypted.
- 1.3 No third party software must be installed on any desktop/laptop without the consent of the ICT Manager**.
- 1.4 Staff will take responsibility for all activity that takes place under their own login.
- 1.5 All users should make themselves familiar with the Trust's **Display Screen Equipment (DSE) Policy** prior to using any ICT equipment.
- 1.6 All users should make themselves familiar with the Trust's **General Data Protection Regulations**.
- 1.7 Any ICT problems/issues should be reported to the IT Department immediately.
- 1.8 Any breach of the Network Acceptable Use Policy will be dealt with in accordance with the Trust's disciplinary rules and Disciplinary Policy.

** Software to enable the use of home internet services may be installed without prior permission.

NETWORK ACCEPTABLE USE POLICY

- ICT resources should not be used for anything other than Four Cs MAT business with the exception of the internet[†], email^{††}, letters of application/CV and other professional matters.
- Only the network account holder is permitted to use that network account.
- Passwords are to be kept confidential.
- Individually issued staff laptops must not be used by non-Trust employees.
- Unattended laptops must be left in a locked room/office. Where security equipment is provided it must be used.
- Laptops must not be left unattended in a vehicle at any time.
- Print outs must be kept to a minimum. Multiple copies should be produced via Reprographics or by photocopying resources.
- Staff must not attempt to disable or remove the monitoring software on any machine.
- Staff must not attempt to disable or remove the virus checker software on any machine.
- The use of ICT resources for any illegal purpose is forbidden.
- Staff will not keep images of students on their work devices for any longer than is necessary and will dispose of them appropriately.
- The devices can be asked to be taken back at any time for checks, routine maintenance and updates.
- **Personal Devices** – staff should not store sensitive information eg images of students / student data, on a personal device.

[†]Personal use permitted under the conditions of the **Internet Acceptable Use Policy**

^{††}Personal use permitted under the conditions of the **Email Acceptable Use Policy**

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2.0 INTERNET ACCEPTABLE USE POLICY

- 2.1 The Trust reserves the right to monitor staff internet usage.
- 2.2 Staff are permitted to wirelessly connect to the internet using their own personally owned devices, such as smartphones and tablets.
- 2.3 Staff will take responsibility for any sites visited or content viewed using the internet.
- 2.4 The Trust accepts no liability for any personal financial transactions which are made across the internet.
- 2.5 Where inappropriate sites are identified by accident the ICT Department should be informed immediately.
- 2.6 Any breach of the **Internet Acceptable Use Policy** may result in the loss of internet access.

INTERNET ACCEPTABLE USE POLICY

- Personal use of the internet is permitted, except in curriculum areas during normal school hours and at all times when students are present in the room.
- The use of chat rooms is not allowed.
- The use of the internet for betting and/or gambling is forbidden.
- The use of the internet for personal financial gain is forbidden.
- The use of the internet for advertising purposes is forbidden.
- The use of the internet for political purposes is forbidden.
- The use of the internet for any illegal purpose is forbidden.
- The viewing / downloading of racist, pornographic, sexist or obscene material is not permitted.
- The posting of anonymous messages via the internet is not permitted.
- The copyright and intellectual property rights of all content viewed / downloaded must be respected.

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3.0 EMAIL ACCEPTABLE USE POLICY

- 3.1 The Trust reserves the right to monitor email and any associated electronic attachments.
- 3.2 Staff will take responsibility for the content of any email sent.
- 3.3 The Trust accepts no liability for any personal financial transactions which are made via email.
- 3.4 Staff should note that emails can be as legally binding as a written letter.
- 3.5 Staff should beware of emails and/or attachments from unknown sources. If in doubt, delete immediately. Do not open any suspicious message(s).
- 3.6 Non-required emails and attachments should be deleted once read. Via guidance stated in the **General Data Protection Regulations (GDPR)**, the Trust will actively aim to retain all email correspondence for a maximum period of one year, after which it will be automatically deleted.
- 3.7 All emails created or received as part of your role will be subject to disclosure in response to a request under the Freedom of Information Act 2000 and Subject Access Requests where appropriate, under GDPR.
- 3.8 All emails sent externally will be automatically appended with the following disclaimer:

The information in this email is private and confidential and solely for the use of the intended recipient(s). If you are not the intended recipient, please contact the author/sender and delete this message and any attachments. If you are not the intended recipient you should not disseminate, distribute, copy or alter this email. Any views or opinions presented in this email are solely those of the author/sender and may not represent those of the Four Cs MAT or its schools. Although the Four Cs MAT has taken reasonable precautions to ensure that there are no viruses present in this email, the MAT cannot accept responsibility for any loss or damage arising from the use of this email or attachments. The sender does not accept liability for any errors or omissions in the contents of this message, which arise as a result of email transmission.

<School Name> is a school within the Four Cs MAT, a company limited by guarantee, registered in England with company number 7333133, exempt from using the word 'Limited'. Registered office: Helpston Road, Glinton, Peterborough, PE6 7JX

- 3.9 Any breach of the **Email Acceptable Use Policy** may result in the loss of email access.

EMAIL ACCEPTABLE USE POLICY

- Email is provided primarily for business use; excessive personal use is not permitted.
- Requests for mailing lists or similar services should be made for Four Cs MAT business purposes only.
- Nothing should be sent via email that could tarnish the Trust's name or expose it to legal action.
- The use of email for betting and/or gambling is forbidden.
- The use of email for personal financial gain is forbidden.
- The use of email for advertising purposes is forbidden.
- The use of email for political purposes is forbidden.
- The use of email for any illegal purpose is forbidden.
- The use of email to send libellous, slanderous, threatening or abusive messages is forbidden.
- The use of email for the viewing / transmission of racist, pornographic, sexist or obscene material is not permitted.
- The contents of any sent email must not infringe copyright.
- Emails should use formal and factual language only and should only contain attachments where necessary

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- The use of 'Reply' and 'Reply All' or 'Forward' should be limited to essential communication only
- When sending emails, staff should always follow the following protocols:
 - Check for accuracy in terms of content, subject line and addressees. Whole school emails should be avoided if smaller group addressees are available. The number of recipients should be kept to the minimum, particularly those being copied into an email
 - Sensitive information eg names, personal details, should not be included in the subject line. When sending sensitive or confidential emails externally, the Trust's preferred encryption method must be used
 - All group emails, internally and externally, should be sent via BCC to provide anonymity of addresses

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4.0 (TRUST OWNED) NON-DOMAIN DEVICE ACCEPTABLE USE POLICY

- 4.1 This policy relates to devices which are owned by the Trust and that can access the internet either through the school's internet proxy or directly via 4G services. These devices are not part of the Trust's network domain and so their use is exempt from the **Network Acceptable Use Policy**. Such devices include smartphones and tablets, e.g. Apple iPad.
- 4.2 The Trust reserves the right to monitor staff device usage.
- 4.3 Staff will take responsibility for all activity that takes place whilst using a device.
- 4.4 Staff may reclaim the cost of any purchase made in regard to a device via a petty cash claim, provided the purchase is in relation to Four Cs MAT business. A receipt of purchase will be required and the claim must be countersigned by a budget holder.
- 4.5 All users should make themselves familiar with the Trust's **Display Screen Equipment (DSE) Policy** prior to using any device.
- 4.6 Any user should make themselves familiar with the Trust's **General Data Protection Regulations**.
- 4.7 Any ICT problems/issues should be reported to the IT Department immediately.
- 4.8 Any breach of the **(Trust Owned) Non-Domain Device Acceptable Use Policy** will be dealt with in accordance with the Trust's disciplinary rules and Disciplinary Policy.

(TRUST OWNED) NON-DOMAIN DEVICE ACCEPTABLE USE POLICY

- Passwords are to be kept confidential.
- Individually issued staff devices must not be used by non-Trust employees.
- The use of any device for any illegal purpose is forbidden.
- Staff may purchase (using their own funds) and install any application/service, except those that are clearly unsuitable for use in a school or professional environment.
- Any account used in the purchase of applications/services for a device must be associated with the Trust, ie use a Trust email account as a username/main point of contact.
- Unattended devices must be left in a locked room/office. Where security equipment is provided it must be used.
- Devices must not be left unattended in a vehicle at any time.

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