WHITGIFT EASTER INTERNATIONAL BACCALAUREATE REVISION COURSE

Staff and Visitor ICT Acceptable Use Policy

Whitgift Easter IB Revision Course seeks to embrace the use of ICT to enhance teaching, learning and administration within the context of the online course. It is necessary to outline the principles underpinning appropriate computer use, make expectations clear and ensure users are aware of how these devices should be used as a member of the Easter IB revision programme.

This policy applies to:

- all staff members of Whitgift School who may have access to a school owned computer or the school network
- all visitors/guests of Whitgift School who may be connecting to the school network either via school equipment or their own personal equipment

This document should be used in conjunction with other related policies (see Staff Handbook, Disciplinary Procedure).

If you become aware of a breach of this policy or the Online Safety Policy, or you are concerned that a member of the school community is being harassed or harmed online you should report it to the Course Director.

General Computer Use

- Priority for computer usage should always be given to the core functions of the school.
- Use of ICT equipment (such as computers, printers, faxes), email and the internet within the school should be primarily to enhance teaching and learning or for administrative use.
- Users are not to engage in hacking or use hacking software/paraphernalia on a computer or network account.
- Staff are not to engage in physical interference with another user's computer or school-owned computer.
- No attempt should be made to circumvent the content filters or other security measures installed on the school's IT systems.

User Accounts

- User accounts are the responsibility of the user.
- Passwords must be kept secure and changed once a year and be of sufficient complexity to not be considered easily guessable.
- Users must not allow anyone else to use their school account nor should they use a colleague's school account.
- Users must not share their usernames and passwords with anyone else.
- Users must log off or lock their account when away from their machine. Accounts are not to be left

logged in and unattended.

Internet Usage

- Internet connectivity within the school is provided to enhance teaching and learning or for administrative use.
- It is understood that users may occasionally need to use the internet for personal reasons; this should not be at the expense of work nor to undertake activities that the school would consider unethical or illegal.
- Staff must not search for, or browse through, any sites that contain offensive, obscene, violent, dangerous or inflammatory material unless this is with the express permission of a member of senior management for the purposes of testing school filtering systems, or for the purposes of teaching an aspect of the curriculum.
- Staff will not engage in any activity that may compromise their responsibilities or integrity.
- Staff should ensure that their online communications, including shared content, is respectful of others.
- Staff should respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly.

Use of Personal Devices

- Staff must be aware that this Acceptable Use Policy applies to their use of personal equipment on the premises or in situations related to their employment by the school.
- Staff must be aware that all rules set out in this Acceptable Use Policy must be adhered to when using any school equipment or systems. This includes the use of school equipment and services when away from Whitgift School, including when services are accessed through a personal device.

Hardware and Software

- All users are responsible for the care and safe-keeping of any ICT equipment under their supervision – this includes but is not limited to: laptops, portable electronic devices, tablets, school mobile phones, desktop computers in classrooms and common areas.
- Users will not download and install software packages without the authorisation of the Director of IT.
- Any ICT hardware or software purchased for school purposes must be actioned through IT Support and the Head of Digital Learning to ensure suitable compliance with existing systems and future proofing.
- Old and broken equipment to be disposed of must be actioned through IT Support as disposal of electrical equipment is subject to UK government regulations.

Data

- Data must be kept in accordance with the GDPR and Whitgift School's Data Protection Policy.
- Do not disclose any information to a third party that could be considered personal data unless authorised to do so.
- School systems and devices should not be used to store personal data.
- Unlicensed material should not be brought into school and copied on to the school systems.
- Staff must ensure that when they take and / or publish images of others they do so with the other party's permission.
- Data should not be copied from the school systems onto unsecured storage devices.

Electronic Communication

Staff should be aware of the professional risks involved in communicating with pupils via instant messaging, mobile phone or text messaging, though the School recognises that there are situations (for example, in emergencies) where there is no alternative.

- Emails sent using the school email system should be used only in a professional capacity.
- Please consider use of electronic communication and stop and think before sending. Often email communication can be misinterpreted and a conversation would have been better especially when dealing with a difficult subject matter.
- Staff should not open or forward any email or attachment from an unrecognised source or that you suspect may contain inappropriate material or viruses.
- Staff should not respond to emails that request personal details unless you are confident the source is genuine. In general, companies will not request personal data via email.
- If you are concerned about any email that you may have received, contact IT Support.
- Staff should not use their personal email, or social media accounts to contact pupils or parents.
- Any data that is sent to external addresses is potentially subject to the GDPR and consideration should be given to whether the communication will need to be encrypted. Please speak to the Estates Manager if you are unsure if the communication needs to be encrypted.
- Staff should not accept or respond to invitations from pupils to join social networking sites.
- Contacting pupils electronically should only be undertaken using a school system such as school email, Microsoft Teams or Firefly to provide an audit trail.
- It is strongly recommended, and a professional standard, that staff do not correspond with pupils using their personal email address or social network profile.
- Contact with students should broadly be limited to the hours indicated on the revision course timetable and thus reflect the school day.
- Communication with ex-pupils who are over 18 is left to staff discretion; in such communication the highest professional standards still apply.

Social Networking and Websites

- Staff should think very carefully before participating in social networking sites for themselves and should check privacy settings very carefully as well as the authenticity of any contacts, shared material and links.
- Any information placed on the world wide web must not bring the School into disrepute, refer to pupils or other members of staff or undermine a member of staff's professional standards.
- If a member of staff wants to post information on the web relating to their role at Whitgift (for example, an education blog), permission should be sought from the Headmaster in advance.

Monitoring

As an employer which takes safeguarding seriously, all laptops owned by Whitgift School are monitored. The primary system used to monitor computer activity is Senso, which is designed in line with UK Government Prevent duty, UK Safer Internet Centre, the UK Department for Education's Keeping Children Safe in Education (KCSiE) guidance. This platform aids Whitgift school in fulfilling our legal duty of care around online safety and safeguarding.

- Members of staff responsible for monitoring staff activity: Pastoral Deputy and Assistant Head (Pastoral and Boarding)
    - Frequency of reviewing staff activity: daily
- Members of staff responsible for overarching monitoring: Second Master and Director of Finance and Operations
    - Frequency of reviewing overarching activity: monthly

IT Support have access to Senso but do not undertake any monitoring. All reviewing of staff activity is

logged and logs are not erasable. All staff who review staff activity or logs have undertaken appropriate training.

I have read and understand these rules and agree to them by Digitally signing this document