West Hill School

Aiming High Since 1927

STAFF ICT ACCEPTABLE USE AGREEMENT

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

West Hill School – ICT Acceptable Use Agreement

This code applies to all employees and stakeholders or West Hill School who have access to the school network, data, or electronic systems. They apply both inside of school as well as the use of any kind of remote access or school system off site at home, whether accessed via a school owned device or a personal device which may be used to access school systems; this includes but is not limited to laptops, computers, mobile phones and or mobile devices, or any other Internet connected device which may access systems or data which are the property of West Hill School.

The ICT acceptable use policy is designed to protect school data and systems; as well as ensuring the safeguarding of all employees and students within the school. The policy will help to prevent systems from accidental or deliberate misuse that could potentially put the security of both systems and/or users at risk.

The school will ensure staff have good access to digital technologies to enhance their work. We will also ensure that systems are kept up to date and have adequate virus protection in place across school owned devices. Data will also be backed up on a regular basis.

Staff are expected to be responsible and professional in their use of these systems.

Acceptable Use Agreement between Staff and The School

I understand that I must use West Hill School systems (both devices and data) in a responsible way, to ensure that there is no risk to my safety, or to the safety and security of systems, other employees or pupils. I recognise the value of use of IT for enhancing learning and everyday operation of the school. I will where possible educate pupils in my supervision the safe use of technology and follow good online safety practices at all times. I agree to report anything suspicious, unusual or any concerns to the Network Manager or SLT immediately.

I understand that my usage of systems either on-site or remotely will be monitored. This includes but is not limited to Microsoft Office 365, SIMs, Remote Desktop Session or any other system linked to school or communication system.

The school IT Team have the facility to remotely monitor any session live which can also be used to provide remote IT support, this will only be done with either your permission (by acknowledgment) or with express permission from SLT in the event of a serious incident; it will not be done at any other time without your knowledge.

These rules also apply to the offsite use of any other school owned laptop, computer, mobile or Internet connected device which may be loaned to you.

Any data stored remains the property of West Hill School.

I Understand that the schools ICT resources are provided to support the work of the school and that it is a criminal offence under the Computer Misuse Act 1990 to use a school ICT resource for a purpose not permitted by the school. The use of ICT within the school includes a wide range of systems and hardware, including but not limited to smartphones, digital cameras, email, social media, Internet use, apps, data, computers and laptops.

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It is understood that from time to time whilst in school the devices and network may be used for a limited amount of personal usage, ***this agreement still applies at all times.***

To ensure to minimisation any potential risks I agree that:

- I will not share my username and or password with anyone else at any time. I also agree not to store my passwords written down. This also applies to any third-party school linked accounts.
- I agree to use a password that is not easy to guess, and to comply with any reasonable request from the Network Manager to keep my account secure at all times. I understand that IT security changes requirements regularly and to agree to any reasonable requests from IT in order to help maintain my account security.
- I understand that to enable access outside of school premises; including email, I will be required to set up Multi Factor Authentication for additional security. I also understand that by default any access to school systems outside of the United Kingdom is blocked. That access will only be allowed in exceptional circumstances, with SLT permission.
- I agree that my work provided account will not be used for personal use (subscriptions etc) and that it will be used for school purposes only.
- I will lock my workstation or device whilst it is unattended to avoid unauthorised use.
- I will report immediately any illegal, inappropriate, suspicious or harmful material or content to my the school Network Manager.
- I agree to not attempt to access any website, webpage, social media site or likewise that may be deemed inappropriate.
- I will report immediately any potential data breach to the school Network Manager or Business Manager.
- I understand that if I leave employment with West Hill School, the contents of my emails, and any data saved within school systems will be archived in line with the schools data retention and remains the property of the school.
- I will not access, copy, remove or otherwise alter any other users files without their express permission to do so.
- I will not copy any school owned data or pupil data from the school network or systems onto personal devices – there are times you may need to access a file on a mobile device, this should be ‘opened’ on the device and not downloaded. If this is unavoidable it should be removed when no longer required. USB storage devices, transfer of data to external none school cloud storage solutions such as Dropbox etc without express permission is not allowed. Remote Desktop is provided to avoid the need for this and also the majority of school data is accessible via Cloud Storage using the schools OneDrive and SharePoint sites.

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- I will ensure that when I take and or publish images of others including employees or pupils it will be done with permission, following GDPR guidelines and that photos will not be taken on personal devices – unless permission is given by a member of SLT.
- I will only use social media in school for professional work-related purposes and when given permission to do so.
- I will communicate with students, parents/carers using official school systems and be professional at all times.
- I will not engage in any online activity that may compromise my professional responsibilities.
- When using any personal devices for work related activities I agree to also follow these rules, I will ensure that any personal devices used (for example use of BYOD WiFi) have adequate virus protection.
- I will not use any personal email addresses or accounts for work related business.
- I will not open or forward any hyperlinks (websites) or files that are not known, I am unsure about the source or look suspicious. If I am unsure, I will report this to the IT team or Network Manager before doing so. I will ensure my personal data areas (such as Network drives or OneDrive) are used for work related business and not personal files.
- I will not share any files or folders unnecessarily with anyone else, this especially applies with anyone outside of West Hill School.
- Any personal data regarding employees, visitors, other staff members, stakeholders or pupils must be securely stored or transported at all times in line with GDPR and Data Protection laws.
- I will respect all laws in relation to copyright and intellectual property laws at all times.
- I understand that a condition of accessing school systems or data is that I will be required to complete any relevant training, including an annual training session for Cyber Security.
- I will not download, install, access or run any software or any school device without the permission of the Network Manager.
- I will not attempt to modify any device settings, attempt to bypass any filtering or security systems that are in place to protect the network.
- I will not disable, modify or cause damage to school equipment or data.
- I understand any sensitive data which may be shared externally should only be done for a professional reason and the data must be password protected or encrypted at all times.
- I will report any damage and or loss of school equipment or data to the Network Manager immediately.

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- I will not attempt to access any data stored anywhere within the West Hill network that is not permitted, I agree that the only data accessed will be the data required to complete my day to day job.
- I will ensure that any electronic communications with individuals or organisations must be in the context of my professional role. Individuals may be, but not limited to: present pupils, past pupils, parents/carers, colleagues or external agencies. Any personal email addresses will not be used for this purpose at any time, social media should only be used for professional communications with permission. Breaches of this will be investigated and may lead to the commencement of disciplinary proceedings.
- I agree that if at any time during my employment I am unsure of anything that may cause a potential security risk I will report this or seek advice from the Network Manager or relevant person.

The school may exercise its right to monitor the use of the schools information systems and Internet access, to intercept email and to delete inappropriate materials where it believes unauthorised use of the school's system may be taking place, or if there is a belief that the system may have been used for criminal purposes; including storage of unauthorised, unlawful text, imagery or media files.

If you have any questions about any of the above, please contact the Network Manager,

I have read, understood and accept the Staff Code of Conduct for ICT

Signed:

Print:

Date:

Updated: 030625

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