

**Christ Church CE Primary School.**  
**Statement of Policy and Guidelines for the Use by Staff of School ICT Systems.**

**POLICY STATEMENT**

The Governing Body recognises the use of ICT as an important resource for teaching, learning and personal development. It actively encourages staff to take full advantage of the potential for ICT to enhance development in all areas of the curriculum and school administration. It is also recognised by the Governing Body that along with these benefits there are also responsibilities, especially for ensuring that children are protected from contact with inappropriate materials.

In addition to their normal access to the school's ICT systems for work-related purposes, the Governing Body permits staff limited reasonable personal use of ICT equipment and e-mail and internet facilities during their own time subject to such use:

1. *not depriving pupils of the use of the equipment*  
  
*and/or*
2. *not interfering with the proper performance of the staff member's duties*

Whilst the school's ICT systems may be used for both work-related and for personal reasons the Governing Body expects use of this equipment for any purpose to be appropriate, courteous and consistent with the expectations of the Governing Body at all times.

The use of computer equipment, including laptop computers or iPads, which is on loan to staff by the school for their personal use at home is covered under this policy. Staff who have equipment on loan are responsible for its safekeeping and for ensuring that it is used in compliance with this policy.

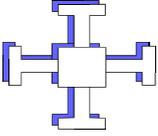
**GUIDANCE ON THE USE OF SCHOOL ICT FACILITIES**

Whilst it is not possible to cover all eventualities, the following information is published as guidance for staff on the expectations of the Governing Body. Any non-conformance to this policy or operation outside statutory legal compliance may be grounds for disciplinary action being taken up to and including disciplinary action

**E-mail, Internet usage and Social Networking**

The following uses of the school's ICT system are prohibited and may in certain circumstances amount to gross misconduct and could result in dismissal:

1. *to gain access to, and/or for the publication and distribution of inappropriate sexual material, including text and/or images, or other material that would tend to deprave or corrupt those likely to read or see it*
2. *to gain access to, and/or for the publication and distribution of material promoting racial hatred*
3. *for the purpose of bullying or harassment, or for or in connection with discrimination or denigration on the grounds of gender, race, disability or sexual orientation*



4. *for the publication and/or distribution of libellous statements or material which defames or degrades others*
5. *for the publication and distribution of personal data without either consent or justification*
6. *where the content of the e-mail correspondence is unlawful or in pursuance of an unlawful activity, including unlawful discrimination*
7. *to participate in on-line gambling*
8. *where the use infringes copyright law*
9. *to gain unauthorised access to internal or external computer systems (commonly known as hacking)*
10. *to enable or assist others to breach the Governors' expectations as set out in this policy*
11. *staff should not befriend parents or pupils on social networking sites, unless that parent is a full member of staff*
12. *if members of staff see comments by parents they should not 'like' or add their own comments*
13. *To participate in 'sexting' .*

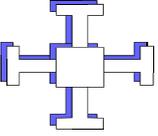
Additionally, the following uses of school ICT facilities are not permitted and could lead to disciplinary action being taken:

1. *for participation in "chain" e-mail correspondence*
2. *in pursuance of personal business or financial interests, or political activities (excluding the legitimate activities of recognised trade union representatives)*
3. *to access ICT facilities using another person's password, or to post anonymous messages or forge e-mail messages using another person's identity.*

### **Use of School ICT Equipment**

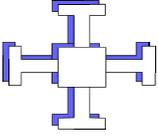
Users of school ICT equipment:

1. *must not share and must treat as confidential any passwords provided to allow access to ICT equipment and/or beyond firewall protection boundaries*
2. *must report any known breach of password confidentiality to the Headteacher or nominated ICT Co-ordinator as soon as possible*
3. *must report known breaches of this policy, including any inappropriate images or other material which may be discovered on the school's ICT systems*
4. *must not install software or apps on the school's ICT systems, including freeware and shareware, unless authorised by the school's ICT Co-ordinator*
5. *must comply with any ICT security procedures governing the use of systems in the school, including anti-virus measures*



## **Regulation of Investigatory Powers Act 2000**

Ancillary to their provision ICT facilities the Governing Body asserts the employer's right to monitor and inspect the use by staff of any computer or telephonic communications systems where there are grounds for suspecting that such facilities are being, or may have been, misused.



## **APPENDIX**

### **Legal issues relevant to the use of ICT equipment**

#### **Computer Misuse Act 1990**

This was introduced as a means of prosecuting individuals who commit some form of computer crime. Hacking, eavesdropping, deliberate virus attacks are covered. Unauthorised access to a computer is the most likely offence within the Council. Only use machines/systems which you are authorised to use.

#### **Data Protection Act 1998**

Individuals have rights about personal data recorded on computer and in manual files. Don't put personal data in the subject line of emails; be careful about including it in the body of the text. An individual can request access to his personal data and this includes email. There are regulations about direct marketing via email.

#### **Copyright, Design & Patents Act 1988**

It is an offence to copy software without the author's permission. Downloading application software without permission or forwarding programs in attachments may put you in breach of this act. Some internet sites will not let you copy material you find there. Take care.

#### **The Defamation Act 1996**

Facts concerning individuals or organisations must be accurate and verifiable views or opinions must not portray their subjects in a way that could damage their reputation. This applies to internal as well as external email. Organisations in the UK have lost court cases where internal email systems were used to defame other organisations and heavy fines were imposed.

#### **Protection from Harassment Act 1997**

#### **Sex Discrimination Act 1975**

#### **Race Relations Act 1976**

Accessing or distributing material which may cause offence to individuals or damage the Council's reputation may lead to a prosecution under these Acts. The fact that it is electronic does not prevent action.

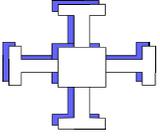
#### **Human Rights Act 1998**

The present Government's commitment to incorporating the European Convention on Human Rights into domestic law has led to the introduction of the Human Rights Act 1998. Under this Act a UK citizen can assert their Convention rights through the national courts without having to take their cases to the European Court of Human Rights.

#### **Obscene Publications Act 1959**

All computer material is subject to the conditions of this Act, under which it is a criminal offence to publish an article whose effect, taken as a whole, would tend to deprave and corrupt those likely to read, see or hear it.

'Publish' has a wide meaning and is defined as including distributing, circulating, selling, giving, lending, offering for sale or for lease. It seems clear that material posted to a newsgroup or published on a World Wide Web page falls within the legal definition of publishing and is therefore covered by the Act. The publisher would appear to be the originator or poster of the item. The Council is the originator of the Intranet sites, or the Governing Body in the case of Voluntary Aided and Foundation schools.



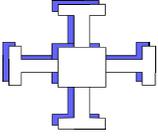
### **Telecommunications Act 1984**

The transmission of an obscene or indecent image from one computer to another via a 'public telecommunications system' is an offence under section 43 of this Act. For traditional mail, the same sort of offence is created under the Post Office Act 1953.

### **Protection of Children Act 1978;**

### **Criminal Justice Act 1988**

These Acts make it a criminal offence to distribute or possess scanned, digital or computer-generated facsimile photographs of a child under 16 that are indecent.



## **Policy on the use by staff of school ICT systems**

This declaration refers to the Governing Body's policy on the use of ICT systems of which the latest version can be obtained from the school office if you are not already familiar with it.

If you experience any difficulty accessing the policy please raise the matter with the headteacher.

All employees, supply agency staff, consultants and contractors are required to familiarise themselves with the contents of the policy on the use of ICT systems and sign the following declaration.

### **Declaration**

*You should sign two copies of this document, this copy to be retained on your personnel file and one copy (below) to be detached for your personal record.*

I confirm that I have been provided with a copy of the school's policy and guidance on the use of the school's ICT systems.

Signed: ..... Name: ..... Date: .....

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COPY TO BE RETAINED BY THE MEMBER OF STAFF

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