These guidelines have been drawn up to protect the interests of the School, its staff and its students. Revisions to these guidelines will be published via email and in the staff handbook.

General Guidelines:

- All ICT-based activity must be appropriate to a school environment, including use of the Internet.

- The use of laptops and other computer equipment during lessons should be for the teaching, learning or administration of that particular class.

- Access must be made to the ICT resources only via the user's authorised account and password, which must <u>not</u> be made available to any other person.

- We have a duty under the data protection act to keep personal details on systems such as Cloud School as safe and secure as possible. As such, workstations / laptops / iPads should be logged off or locked when unattended and every effort should be made to ensure that student's personal details are not seen by other parties (including students, parents, visitors etc.) without their express permission. Regarding GDPR – further details can be found in the Data Protection policy

- Files that contain personal information or sensitive data should not be kept on a laptop or other portable device unless the files or access to them are password protected using a password of reasonable complexity. As a general rule, files should be stored on the school network and only taken off site when absolutely necessary and following the convention above. Any file taken off site that contains personal information should only be used where the security of the data can be assured. If you are in any doubt about this aspect of the policy, please seek further guidance. Google Drive is provided for staff to store files conveniently, but this should not be used for storage of files containing student personal details.

- Any breach of data security, including the loss of a portable memory stick, drive or portable computer that may contain files that include personal details (whether password protected or not) MUST be reported to the Data Controller.

- Activity that threatens the integrity of the school's facilities, or activity which corrupts other systems, is forbidden. This could include the use of unauthorised software – please check with ICT support before installing any new software on your computer.

- Files within your user area may be monitored for file type / size to protect the integrity of the network. Network storage is provided for school-related work and should undergo annual 'housekeeping' to remove files no longer required. Staff with very large user areas may be approached to discuss alternative storage methods.

- Files stored on Google Drive can be synchronised with a laptop assigned to a member of staff but there is no school-based backup of these files and it is user's responsibility to ensure the synchronisation tool is active. ICT support can provide help and advice if required. There is currently no limit to the amount of storage available on Google Drive. As such, large files such as videos and photographs should be stored on this facility wherever possible.

- Staff should only engage in professional communication with students using systems provided by the school. Staff must not communicate with students using personal accounts (e.g. email, text). Staff should not have students as friends on social networking sites such as Facebook.

- Communications with parents should only be conducted through authorised school systems, including the use of email, ParentMail and texting (where available). It is suggested most communication should go through the office and be sent via ParentMail rather than individual staff email addresses, although this is allowed and is at the discretion of the member of staff.

- Staff should not upload photographs, videos, or other media to the Internet that relate to any school activities or social functions where the school name is mentioned or other students or staff are visible in photographs etc. unless specifically sanctioned by the school (e.g. trip blog, twitter feed). Where staff are posting images of social functions unrelated to the school, consideration should be given to other members of staff who may be visible in photos etc. and avoid specific reference to them (including tagging on social networks such as Facebook) without their permission.

- Staff are encouraged not to discuss school-related issues on social networking sites and should not post any disparaging comments about the school (or staff within the school) on these sites or other blogs, forums etc. Staff should also refrain from sending emails containing disparaging remarks relating to the school, staff, students or parents.

- For insurance purposes, iPads must be kept in the case provided at all times.

- iOS updates should be installed as requested and apps should be kept up to date via the App Store.

- As the iPads are leased, it is important that any damage is reported to ICT immediately as a claim will need to be made under the insurance policy.

- iPad and laptop chargers / leads are the responsibility of the person they are allocated to. Loss or damage to chargers and/or leads could be chargeable.

By logging on to the school's ICT resources users agree not to use them to:

- publish information which could identify students or staff directly on any Web page

- send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person

- upload, download or otherwise transmit commercial software or any copyrighted materials

- introduce any form of computer virus into the network

- transmit unsolicited commercial or advertising material

- use this service to set up or run personal businesses

- broadcast unsolicited personal views on social, political or religious matters

- represent personal opinions as those of the school, other staff or students

Video Meetings (such as Zoom, Google Meet etc.)
Where staff are using video meeting platforms to contact students / groups, only approved school platforms should be used, with school login details. The following guidelines should be followed.

- No 1:1s, groups only (unless specific permission is sought from SLT and parents are informed and supervising the meeting).

- Staff and children must wear suitable clothing, as should anyone else in the household.

- Any computers used should be in appropriate areas.

- The meeting can be recorded if it felt necessary so that if any issues were to arise the video can be reviewed.

- Meetings should be kept to a reasonable length of time.

- Language must be professional and appropriate, including any family members in the background.

- Staff should record the time, date and attendance of any sessions held.

It is expected that staff take good care of ICT equipment in their care. Any damage or technical problems should be reported to the ICT Helpdesk at the earliest opportunity.

Review due: June, 2025
Review Cycle: Three years