

ICT 'ACCEPTABLE STAFF USE' POLICY

AIM/PURPOSE

The aim of the policy is to ensure that all staff have clear and unambiguous guidelines regarding ICT use at Trinity.

GENERAL PRINCIPLES

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school.

The policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. Any concerns or clarification should be discussed with the school e-Safety Co-ordinator.

ACCEPTABLE USE CONDITIONS FOR STAFF AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

- ◆ Use the school's ICT systems only for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- ◆ Comply with the ICT security system and not disclose any passwords provided by the school or other related authorities.
- ◆ Only access the computer system with the login and password you have been given.
- ◆ Ensure that the information published on the www and all electronic communications with students and staff are compatible with your professional role.
- ◆ Ensure that staff and students' personal data is kept secure and used appropriately whether in school, taken off the school premises or accessed remotely.
- ◆ Do not browse, download or upload material that could be considered offensive or illegal
- ◆ Images of students will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent / carer.
- ◆ Understand that use of the internet and other related technologies could be monitored, logged and made available to your line manager or the Head.
- ◆ Respect copyright and intellectual property rights.
- ◆ Report any accidental access of inappropriate materials to the relevant line manager.
- ◆ Not connect a computer or laptop to the network / internet that has not been checked and approved by the Systems Manager.
- ◆ Not allow unauthorised individuals to access the school's ICT systems.
- ◆ Agree and accept that any computer or laptop loaned to you by the school is provided solely to support your professional responsibilities.
- ◆ Agree to take care of school IT equipment.
- ◆ Understand that failure to comply with the Acceptable Staff Use Policy could lead to disciplinary action.

The above policy can be found in the Staff Handbook and can be accessed on the school website. It is a precondition that all Trinity employees accept the policy, and support the safe and appropriate use of ICT at Trinity.

MONITORING AND EVALUATION

This will be led by the ICT Co-ordinator in liaison with the school Leadership Team and the Governors' Curriculum Committee. The policy will be ratified by the Full Governing Body.