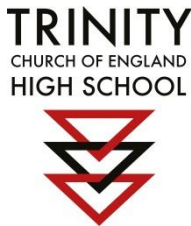


## IT 'ACCEPTABLE STAFF USE' POLICY

 <p><b>TRINITY</b> CHURCH OF ENGLAND HIGH SCHOOL</p>	<b>Reviewed by:</b>	Head and Leadership Team
	<b>Approved by:</b>	Head
	<b>Date approved:</b>	March, 2025
	<b>Date adopted:</b>	1 <sup>st</sup> September, 2025
	<b>Next review due by:</b>	By the end of the 2027/28 academic year

### AIM/PURPOSE

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

### GENERAL PRINCIPLES

IT 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 IT. Training can be provided, as required. Any concerns or clarification should be discussed with the school 's HR manager.

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

- ◆ Use the school's IT 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.
- ◆ Use the Multi Factor Authentication (MFA) methods recommended by the IT tech team.
- ◆ Ensure that the information published on the web and all electronic communications with students and staff are compatible with your professional role.
- ◆ Ensure that staff and students' personal data is kept encrypted, 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, discriminatory or illegal.
- ◆ Images of students and staff 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 or member of staff.
- ◆ Understand that use of the internet and other related technologies is monitored, logged and could be made available to line managers or the Head.
- ◆ Respect copyright and intellectual property rights.
- ◆ Staff are not to use or attempt to use AI on the school network or for my school work unless specifically being directed to do so. For more details on this please refer to the school AI Policy.

- ◆ Report any accidental access of inappropriate materials to the relevant line manager.
- ◆ Not connect a computer or laptop to the network / internet, or download and install software that has not been checked and approved by the IT Manager.
- ◆ Not to use a removable storage device on the school network unless authorized by either the IT Manager or the Director of Studies.
- ◆ Not allow unauthorised individuals to access the school's IT systems.
- ◆ Agree and accept that any computer or laptop loaned to staff by the school is provided solely to support professional responsibilities.
- ◆ Agree to take care of school IT equipment.
- ◆ Use the school email system when connecting school business.
- ◆ Ensure a personal email address is on school record in accord with the IT Policy.
- ◆ Fully support the school's safety, GDPR and data security policies and practices.
- ◆ Understand that failure to comply with this Staff IT Acceptable Use Policy or undertake any online activity that brings the school into disrepute could lead to disciplinary action.

This policy is included in the school website in the 'Policies' section and staff shall sign electronically each year to indicate they have read it. It is a precondition that all Trinity employees accept the policy, and support the safe and appropriate use of IT at Trinity.

#### MONITORING AND EVALUATION

This will be led by the Director of Studies in liaison with the Head. The policy will be approved by the Head.