



# **ICT Policy & Acceptable Use Agreement**

## **PURPOSE**

This document details the Ark ICT acceptable use policy and the obligations of members of staff to protect Schools and Ark Data and the use of equipment.

<b>Date of last review:</b>	September 2017	<b>Author:</b>	CIO
<b>Date of next review:</b>	September 2020	<b>Owner:</b>	Deputy Chief Executive
<b>Type of policy:</b>	<input checked="" type="checkbox"/> Network-wide <input type="checkbox"/> Tailored by school	<b>Approval:</b>	Board
<b>School:</b>	N/A	<b>Key Contact Name:</b>	Governance team
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## **POSITIONING WITHIN ARK OPERATIONAL MODEL**

<b>Component</b>	<b>Element</b>
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input checked="" type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	e.g. Behaviour Model

## **Introduction**

I understand that working in an educational context brings with it high expectations of behaviour and integrity, and responsibilities with regard to safeguarding. These expectations include:

- Interacting with pupils in an appropriate way.
- Interacting with colleagues, parents, and other school or work contacts in an appropriate way.
- Being trustworthy with confidential and sensitive information.
- Looking after the fabric and equipment of the school and the Ark, and respecting school property.
- Maintaining the reputation of the school and the Ark (even when not at work).
- Maintaining professional standards of conduct.

These things are equally true when ICT systems, including computers and phones, are involved.

## **Staff may use school/Ark equipment/network for:**

- School/work purposes.
- Reasonable personal use that does not interfere with work.

## **I understand:**

- This agreement applies to the use of Ark ICT systems regardless of location.
- There is a presumption that emails, voice messages and data are stored on Ark equipment for business purposes. This information will be filtered and monitored, and may be accessed to meet business needs.

## **I will not:**

- Do anything that may compromise the safety of children or staff.
- Disclose my username or password to anyone else.
- Try to use any other person's username and password for any purpose.
- Do anything offensive that might bring the school or the Ark into disrepute.
- Access, copy, remove or alter any other user's files without their explicit permission.
- Engage in any on-line activity that may compromise my professional responsibilities.
- Attempt to install programmes on a machine, or store programs on equipment unless approved by school or Ark management.
- Try to circumvent security settings or content filters.
- Deliberately breach anyone's copyright.

## **I will:**

- Bring to the attention of the ICT Department or a member of the Senior Leadership Team any ICT activity or material that may be inappropriate or harmful.
- Report any damage or faults involving equipment or software, however this may have happened, as soon as reasonably possible.
- Only use chat and social networking sites in accordance with the school's and Ark's policies.
- In order to protect both pupils and staff, I will only communicate with pupils using Ark email, work phones, and other school communication systems, but not personal phones, email, or social media, except in an emergency.
- As far as is possible, use Ark provided systems to communicate with parents on school and pupil matters. I will maintain professional standards of conduct if I communicate with parents socially using personal phones, email or social media.

## Information Security

I understand that I may have access to sensitive information about colleagues, families or pupils in our care. I will comply with the Ark guidance on data protection and will keep sensitive information within the Ark network. I will not send sensitive information via personal email accounts (Hotmail, Gmail etc.) or store it on:

- Un-encrypted USB sticks
- Personal devices (phones, laptops) or
- 'Cloud storage' (SkyDrive, iCloud)
- Email links and attachments:
  - Be ultra-cautious with email.
  - If you were not expecting it, then be suspicious
  - Do not open attachments unless you were specifically expecting them
  - Do not click on links outside of your organisation unless you are certain they are OK
  - If in doubt, do not open the email.
  - Report all concerns – no matter how trivial – to ICT department

## Images & Videos

In order to prevent allegations of inappropriate activities, including against Ark staff, I will not store images of pupils on my personal devices. Any images taken on personal devices will be downloaded to school or Ark systems as soon as reasonably possible and the personal copy permanently removed.

## Bringing Your Own Device

When I use personal devices in work, I understand that the same expectations of behaviour apply as if I were using school equipment.

I understand that if I fail to comply with this Acceptable Use Agreement, I may have my ICT access suspended and/or be subject to disciplinary action. A copy of this agreement is available upon request and is available within Ark Net. I understand a copy of this signed document will be placed on my personal file.

I have read and understand the above:

Staff Name

Signed

Date