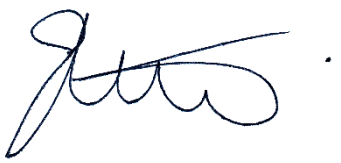
VOYAGE LEARNING CAMPUS

Voyage Learning Campus

ICT AND INTERNET ACCEPTABLE USE POLICY

This policy has been adopted by the Senior Leadership Team on:	
Date adopted:	July 2023
Signed:	
Next review due:	July 2025

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1. Introduction and aims

ICT is an integral part of the way our school works, and is a critical resource for students, staff, Management Committee, volunteers and visitors. It supports teaching and learning, pastoral and administrative functions of the school.

However, the ICT resources and facilities our school uses also pose risks to data protection, online safety and safeguarding.

This policy aims to:

- Set guidelines and rules on the use of school ICT resources for staff, students, parent/carers and Management Committee
- Establish clear expectations for the way all members of the school community engage with each other online
- Support the school's policy on data protection, online safety and safeguarding
- Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems
- Support the school in teaching students safe and effective internet and ICT use

This policy covers all users of our school's ICT facilities, including Management Committee, staff, students, volunteers, contractors and visitors.

Breaches of this policy may be dealt with under our relationship and behaviour policy (students) and staff code of conduct

2. Relevant legislation and guidance

This policy refers to, and complies with, the following legislation and guidance:

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020
- Computer Misuse Act 1990
- Human Rights Act 1998
- The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000

- Education Act 2011
- Freedom of Information Act 2000
- The Education and Inspections Act 2006
- Keeping Children Safe in Education 2022
- Searching, screening and confiscation: advice for schools
- National Cyber Security Centre (NCSC): Cyber Security for Schools
- Education and Training (Welfare of Children) Act 2021
- UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people
- Meeting digital and technology standards in schools and colleges

3. Definitions

"ICT facilities": includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the ICT service

"Users": anyone authorised by the school to use the ICT facilities, including Management Committee, staff, students, volunteers, contractors and visitors

"Personal use": any use or activity not directly related to the users' employment, study or purpose

"Authorised personnel": employees authorised by the school to perform systems administration and/or monitoring of the ICT facilities

"Materials": files and data created using the ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites, and blogs

4. Unacceptable use

The following is considered unacceptable use of the school's ICT facilities by any member of the school community. Any breach of this policy may result in disciplinary or behaviour proceedings (see section 4.2 below).

Unacceptable use of the school's ICT facilities includes:

Using the school's ICT facilities to breach intellectual property rights or copyright

Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination

Breaching the school's policies or procedures

Any illegal conduct, or statements which are deemed to be advocating illegal activity

- Online gambling, inappropriate advertising, phishing and/or financial scams

Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate

- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams

Activity which defames or disparages the school, or risks bringing the school into disrepute

Sharing confidential information about the school, its students, or other members of the school community

Connecting any device to the school's ICT network without approval from authorised personnel

Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data

Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel

Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

Causing intentional damage to ICT facilities

Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel

Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation

Using inappropriate or offensive language

Promoting a private business, unless that business is directly related to the school

Using websites or mechanisms to bypass the school's filtering mechanisms

- Engaging in content or conduct that is radicalised, extremist, racist, antisemitic or discriminatory in any other way

This is not an exhaustive list. The school reserves the right to amend this list at any time. The Principal or Online Learning Manager will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities

4.1 Exceptions from unacceptable use

Where the use of school ICT facilities is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be granted at the Principal's discretion. You must email the Principal detailing the purpose of your intended use of school ICT facilities for approval.

4.2 Consequences

Students and staff who engage in any of the unacceptable activity listed above may face disciplinary action in line with the relevant school's policies: -

- Relationships and Behaviour policy
- Staff Code of Conduct
- Disciplinary policy

5. Staff (including Management Committee, volunteers, and contractors)

5.1 Access to school ICT facilities and materials

The school's Online Learning Manager manages access to the school's ICT facilities and materials for school staff. That includes, but is not limited to:

- Computers, tablets and other devices
- Access permissions for certain programmes or files
- Staff will be provided with unique log-in/account information and passwords that they must use when accessing the school's ICT facilities
- Staff who have access to files they are not authorised to view or edit, or who need their access permissions updated or changed, should contact the school operations manager, Principal or Online Learning Manager by email

5.1.1 Use of phones and email

The school provides each member of staff with an email address.

This email account should be used for work purposes only.

All work-related business should be conducted using the email address the school has provided.

Staff must not share their personal email addresses with parent/carers and students, and must not send any work-related materials using their personal email account.

Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable.

Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient.

If staff receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.

If staff send an email in error which contains the personal information of another person, they must inform the Online Learning Manager immediately and follow the data breach procedure found in our Data Protection policy.

Staff must not give their personal phone numbers to parent/carers or students. Staff who use personal mobile phones to call parent/carers must ensure that show caller ID is turned off and must not use SMS or other messaging services as this could expose their personal phone number.

School phones must not be used for personal matters.

Staff who are provided with mobile phones as equipment for their role must abide by the same rules for ICT acceptable use as set out in section 4.

The school can record in-coming and out-going phone conversations.

Calls to the main school office may be recorded for training purposes or in the event of an incident. Callers are made aware of this when they call the school.

5.2 Personal use

Staff are permitted to occasionally use school ICT facilities for personal use subject to certain conditions set out below. Personal use of ICT facilities must not be overused or abused. The Principal, School Operations Manager and Online Learning Manager may withdraw permission for it at any time or restrict access at their discretion.

Personal use is permitted provided that such use:

- Does not take place during working hours i.e. must be on a break
- Does not constitute 'unacceptable use', as defined in section 4
- Takes place when no students are present
- Does not interfere with their jobs, or prevent other staff or students from using the facilities for work or educational purposes

Staff may not use the school's ICT facilities to store personal non-work-related information or materials (such as music, videos, or photos).

Staff should be aware that use of the school's ICT facilities for personal use may put personal communications within the scope of the school's ICT monitoring activities (see section 5.5). Where breaches of this policy are found, disciplinary action may be taken.

Staff are also permitted to use their personal devices (such as mobile phones or tablets) in line with the school's Online Safety policy.

Staff should be aware that personal use of ICT (even when not using school ICT facilities) can impact on their employment by, for instance putting personal details in the public domain, where students and parent/carers could see them.

Staff should take care to follow the school's guidelines on social media (see appendix 1) and use of email (see section 5.1.1) to protect themselves online and avoid compromising their professional integrity.

5.2.1 Personal social media accounts

Members of staff should ensure that their use of social media, either for work or personal purposes, is appropriate at all times.

The school has guidelines for staff on appropriate security settings for Facebook accounts (see appendix 1).

5.3 Remote access

We allow staff to access the school's ICT facilities and materials remotely.

Remote access is managed by the Online Learning Manager. We enable remote access via a secure VPN setup on school devices. VPN access from a personal device is not allowed unless approved by the Principal. To request remote access you must email the Principal or Online Learning Manager. Remote access may be withdrawn at any time at the discretion of the Principal.

Staff accessing the school's ICT facilities and materials remotely must abide by the same rules as those accessing the facilities and materials on-site. Staff must be particularly vigilant if they use the school's ICT facilities outside the school and take such precautions as the Online Learning Manager may require from time to time against importing viruses or compromising system security.

Our ICT facilities contain information which is confidential and/or subject to data protection legislation. Such information must be treated with extreme care and in accordance with our Data Protection policy.

5.4 School social media accounts

The school has an official Facebook, Twitter, Instagram and YouTube account, managed by the Principal and Online Learning Manager. Staff members who have not been authorised to manage, or post to, the account, must not access, or attempt to access the account.

The school has guidelines for what can and cannot be posted on its social media accounts. Those who are authorised to manage the account must ensure they abide by these guidelines at all times.

5.5 Monitoring of school network and use of ICT facilities

The school reserves the right to monitor the use of its ICT facilities and network. This includes, but is not limited to, monitoring of:

- Internet sites visited
- Bandwidth usage
- Email accounts
- Telephone calls
- User activity/access logs
- Any other electronic communications

Only authorised ICT staff may inspect, monitor, intercept, assess, record and disclose the above, to the extent permitted by law.

The school monitors ICT use in order to:

- Obtain information related to school business
- Investigate compliance with school policies, procedures and standards
- Ensure effective school and ICT operation

- Conduct training or quality control exercises
- Prevent or detect crime
- Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

6. Students

6.1 Access to ICT facilities

Computers and equipment in the school's classrooms are available to students only under the supervision of staff.

Students may use computers in communal areas unsupervised, for self-study and only for school purposes.

Students will be provided with a school login, which can be used to login to school computers, email, Teams and other apps as appropriate.

6.2 Search and deletion

Under the Education Act 2011, and in line with the Department for Education's guidance on searching, screening and confiscation, the school has the right to search students' phones, computers or other devices for pornographic images or any other data or items banned under school rules or legislation.

The school can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break the school's rules.

6.3 Unacceptable use of ICT and the internet outside of school

The school will sanction students, in line with the relationship and behaviour policy if a student engages in any of the following **at any time** (even if they are not on school premises):

Using ICT or the internet to breach intellectual property rights or copyright

Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination

Breaching the school's policies or procedures

Any illegal conduct, or statements which are deemed to be advocating illegal activity

- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Consensual or non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)

Activity which defames or disparages the school, or risks bringing the school into disrepute

Sharing confidential information about the school, other students, or other members of the school community

Gaining or attempting to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel

Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

Causing intentional damage to ICT facilities or materials

Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation

Using inappropriate or offensive language

7. Parents/Carers

7.1 Access to ICT facilities and materials

Parents/Carers do not have access to the school's ICT facilities as a matter of course.

However, parents/carers working for, or with, the school in an official capacity (for instance, as a volunteer) may be granted an appropriate level of access, or be permitted to use the school's facilities at the Principal's discretion.

Where parents/carers are granted access in this way, they must abide by this policy as it applies to staff.

7.2 Communicating with or about the school online

We believe it is important to model for students, and help them learn, how to communicate respectfully with, and about, others online.

Parents/carers play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

8. Data security

The school takes steps to protect the security of its computing resources, data and user accounts. However, the school cannot guarantee security. Staff, students, parent/carers and others who use the school's ICT facilities should use safe computing practices at all times. We aim to meet the cyber security standards recommended by the Department for Education's guidance on digital and technology standards in schools and colleges, including the use of:

Firewalls

Security features

User authentication and multi-factor authentication

Anti-malware software

8.1 Passwords

All users of the school's ICT facilities should set strong passwords for their accounts and keep these passwords secure.

Users are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control.

Members of staff or students who disclose account or password information may face disciplinary action.

Parents/carers or volunteers who disclose account or password information may have their access rights revoked.

8.2 Software updates, firewalls, and anti-virus software

All of the school's ICT devices that support software updates, security updates, and anti-virus products will be configured to perform such updates regularly or automatically.

Users must not circumvent or make any attempt to circumvent the administrative, physical and technical safeguards we implement and maintain to protect personal data and the school's ICT facilities.

Any personal devices using the school's network must all be configured in this way.

8.3 Data protection

All personal data must be processed and stored in line with data protection regulations and the school's Data Protection policy.

8.4 Access to facilities and materials

All users of the school's ICT facilities will have clearly defined access rights to school systems, files and devices.

These access rights are managed by the Online Learning Manager.

Users should not access, or attempt to access, systems, files or devices to which they have not been granted access. If access is provided in error, or if something a user should not have access to is shared with them, they should alert the Online Learning Manager immediately.

Users should always log out of systems and lock their equipment when they are not in use to avoid any unauthorised access. Equipment and systems should always be logged out of and closed down completely at the end of each working day.

8.5 Encryption

The school ensures that its devices and systems have an appropriate level of encryption.

School staff may only use personal devices (including computers and USB drives) to access school data, work remotely, or take personal data (such as student information) out of school if they have been specifically authorised to do so by the Principal.

Use of such personal devices will only be authorised if the devices have appropriate levels of security and encryption, as defined by the Online Learning Manager.

9. Internet access

The school wireless internet connection is secured. All internet traffic is filtered, however there may be occasions when inappropriate content is not filtered, which must be reported to the Online Learning Manager.

9.1 Students

Students are not permitted to use the school Wi-Fi, but may be granted temporary access at the discretion of their teacher, and only if it's use relates directly to their school work.

9.2 Parent/Carers and visitors

Parents/carers and visitors to the school will not be permitted to use the school's wifi unless specific authorisation is granted by the Principal.

The Principal will only grant authorisation if:

- Parent/carers are working with the school in an official capacity (e.g. as a volunteer or as a member of the PTA)
- Visitors need to access the school's wifi in order to fulfil the purpose of their visit (for instance, to access materials stored on personal devices as part of a presentation or lesson plan)

Staff must not give the wifi password to anyone who is not authorised to have it. Doing so could result in disciplinary action

10. Monitoring and review

The Principal and Online Learning Manager monitor the implementation of this policy, including ensuring that it is updated to reflect the needs and circumstances of the school.

This policy will be reviewed every 2 years.

11. Related policies

This policy should be read alongside the school's policies on:

- Online Safety
- Child Protection and Safeguarding
- Relationships and Behaviour
- Staff Discipline
- Staff Code of Conduct
- Data Protection

- Remote Learning

Appendix 1: Facebook cheat sheet for staff

Don't accept friend requests from students on social media

10 rules for school staff on Facebook

1. Change your display name – use your first and middle name, use a maiden name, or put your surname backwards instead
2. Change your profile picture to something unidentifiable, or if not, ensure that the image is professional
3. Check your privacy settings regularly
4. Be careful about tagging other staff members in images or posts
5. Don't share anything publicly that you wouldn't be just as happy showing your students
6. Don't use social media sites during school hours
7. Don't make comments about your job, your colleagues, our school or your students online – once it's out there, it's out there
8. Don't associate yourself with the school on your profile (e.g. by setting it as your workplace, or by 'checking in' at a school event)
9. Don't link your work email address to your social media accounts. Anyone who has this address (or your personal email address/mobile number) is able to find you using this information
10. Consider uninstalling the Facebook app from your phone. The app recognises wifi connections and makes friend suggestions based on who else uses the same wifi connection (such as parent/carers or students)

Check your privacy settings

Change the visibility of your posts and photos to **'Friends only'**, rather than 'Friends of friends'. Otherwise, students and their families may still be able to read your posts, see things you've shared and look at your pictures if they're friends with anybody on your contacts list

Don't forget to check your **old posts and photos** – go to bit.ly/2MdQXMN to find out how to limit the visibility of previous posts

The public may still be able to see posts you've **'liked'**, even if your profile settings are private, because this depends on the privacy settings of the original poster

Google your name to see what information about you is visible to the public

Prevent search engines from indexing your profile so that people can't **search for you by name** – go to bit.ly/2zMdVht to find out how to do this

Remember that **some information is always public**; your display name, profile picture, cover photo, user ID (in the URL for your profile), country, age range and gender

What do to if…

A student adds you on social media

In the first instance, ignore and delete the request. Block the student from viewing your profile

Check your privacy settings again, and consider changing your display name or profile picture

If the student asks you about the friend request in person, tell them that you're not allowed to accept friend requests from students and that if they persist, you'll have to notify senior leadership and/or their parent/carers. If the student persists, take a screenshot of their request and any accompanying messages

Notify the senior leadership team or the Principal about what's happening

A parent/carer adds you on social media

It is at your discretion whether to respond. Bear in mind that:

- Responding to one parent/carer's friend request or message might set an unwelcome precedent for both you and other teachers at the school
- Students may then have indirect access through their parent/carer's account to anything you post, share, comment on or are tagged in

If you wish to decline the offer or ignore the message, consider drafting a stock response to let the parent/carer know that you're doing so

You're being harassed on social media, or somebody is spreading something offensive about you

Do not retaliate or respond in any way

Save evidence of any abuse by taking screenshots and recording the time and date it occurred

Report the material to Facebook or the relevant social network and ask them to remove it

If the perpetrator is a current student or staff member, our mediation and disciplinary procedures are usually sufficient to deal with online incidents

If the perpetrator is a parent/carer or other external adult, a senior member of staff should invite them to a meeting to address any reasonable concerns or complaints and/or request they remove the offending comments or material

If the comments are racist, sexist, of a sexual nature or constitute a hate crime, you or a senior leader should consider contacting the police