

St Alban's Catholic High School

Ipswich

ICT Use Policy

This Policy covers three areas:

1. Acceptable Use of ICT infrastructure and facilities
2. Data Protection
3. Email Use

Section 1. Acceptable Use of ICT infrastructure and facilities

Overview

St Alban's Catholic High School is committed to protecting the school's employees and pupils from illegal or damaging actions by individuals, either knowingly or unknowingly. The school's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the school's established culture of openness, trust and integrity.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the school. These systems are to be used for educational purposes in serving the interests of the school, and of our students in the course of normal day to day work. Effective security involves the participation and support of every member of staff who deals with information and information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

1.2 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at the school. These rules are in place to protect the employee and school. Inappropriate use exposes the school to risks including virus attacks, compromise of network systems and services, and potentially legal issues.

1.3 Scope

This policy applies to employees, contractors, consultants and temporary staff, including all personnel affiliated with contractors. This policy applies to all equipment that is owned or leased by the school.

1.4 General Use and Ownership

1. Whilst the school's network admin team desires to provide a realistic level of privacy, users should be aware that the data they create on the IT systems remains the property of the school. The school cannot guarantee the confidentiality of information stored on any network device belonging to the school because of the need to protect the network and monitor equipment,
2. Staff are responsible for exercising good judgment regarding the reasonableness of personal use.
3. For security and network maintenance purposes, authorised staff may monitor equipment, systems and network traffic at any time.

4. The school reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

1.5 Security Information

1. Passwords should be kept secure and staff and pupils should not share log on information. All are responsible for the security of their passwords and accounts. All users will be prompted to change passwords periodically.
2. All PCs, laptops and workstations should be secured by locking or by logging-off when the machine will be unattended.
3. Information contained on laptops is especially vulnerable, special care should be exercised.
4. Postings by employees from a school email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of St Alban's Catholic High School, unless posting is in the course of business duties.
5. All machines used by the employee that are connected to the school's network whether owned by the employee or school, will continually execute approved virus-scanning software with a current virus database.
6. Employees must use extreme caution when opening e-mail attachments received from unknown senders. These may contain viruses, e-mail bombs, or Trojan horse code.

1.6 Unacceptable Use

Under no circumstances is an employee of the school to engage in any activity that is illegal while using school owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the school.
2. Unauthorised copying of copyrighted material including, but not limited to, electronic distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the school or end user does not have an active license is strictly prohibited.
3. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
4. Revealing your account password to others or allowing use of your account by others.
5. Using a piece of school equipment to actively engage in procuring or transmitting material that constitutes sexual harassment or bullying.
6. Making fraudulent offers of products, items, or services originating from any St Alban's Catholic High School account.
7. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access.
8. Port scanning or security scanning is expressly prohibited. This includes executing any form of network monitoring which will intercept data not intended for that pupil or employee, unless this

activity is a part of their normal duties and circumventing user authentication or security of any host, network or account.

9. Interfering with, or denying service to, any user other than the employee's host.
10. Using any program/script/command, or sending messages of any kind, with the intent to interfere with someone's work, locally or via the Intranet.
11. Providing information about employees to parties outside the school.

Section 2 Data Protection

2.1 The Scope and Purpose of the Policy

This policy applies to the processing of personal data by or on behalf of St Alban's Catholic High School.

2.2 Purpose of the Data Protection Policy

All staff and pupils who process personal data must comply with the Data Protection Act 1998. Section 4(4) of the Act states that:

'it shall be the duty of the data controller to comply with the data protection principles in relation to all personal data with respect to which he/she is the data controller'.

The purpose of the Data Protection Policy is to clarify the internal allocation of responsibilities and duties in respect of the Data Protection Act 1998 and to set out the structure within which they will be discharged.

2.3 The Data Protection Act

In accordance with the Principles laid down by the Data Protection Act 1998, all Personal Data held by the school shall be:

- fairly and lawfully processed,
- processed for specified purposes,
- adequate, relevant and not excessive,
- accurate,
- kept no longer than necessary,
- processed in accordance with the data subjects' rights,
- secure

2.4 Responsibilities and Compliance

The School as a body is the data controller. The responsibility for the school compliance with the Data Protection Act rests with the Governing body. The school shall take such steps as appropriate to ensure that staff and pupils on whom we hold data are aware of both their rights and obligations, this includes fair processing notification. Infringement of the Data Protection Act by staff or students may expose the school and the individual to potential legal action and claims. Any infringement of the Act will be treated seriously by the school and may be considered under disciplinary procedures.

All complaints in connection with the data protection policy shall be made to the Headteacher or Governors in the first instance.

Section 3. Email Use

An email use protocol has been previously adopted by the school. This section is designed to reinforce elements of that protocol. This protocol is designed to encourage reasonable expectations to aid communication within the staff community. Therefore checking for email is important.

3.1 Purpose

To prevent tarnishing the public image of St Alban's Catholic High School. When email goes out from the school the general public will tend to view that message as an official statement from the school.

3.2 Scope

This policy covers appropriate use of any email sent from a St Alban's Catholic High School email address and applies to all staff.

3.3 Prohibited Use.

The school email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including comments likely to offend others. Staff who receive any emails with this type of content from any school employee should report the matter to IT technicians.

3.4 Personal Use.

Using a reasonable amount of school resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a St Alban's Catholic High School email account is to be avoided. Virus warnings and mass mailings from St Alban's Catholic High School need to be approved by the IT Department before sending. These restrictions also apply to the forwarding of mail received by a member of staff.

3.5 Communicating with Pupils.

Whenever possible the St Albans Catholic High School email system must be used to communicate with pupils on approved school business. If you intend to communicate with pupils using an alternative system written approval from your line manager is required.

For the protection of all users software will record all email communication and be stored for retrieval at a later date.

3.6 Monitoring

St Alban's Catholic High School staff should have no expectation of privacy in anything they store, send or receive on the school's email system. Messages may be monitored without prior notice. However the school is not obliged to monitor email messages.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.