ICT Acceptable Use Policy

Signed:

(Chair of Governors on behalf of the Governing Body)

Date: March 2022

Date to be reviewed: March 2025
(by the Full Governing Body)

1. Introduction

As use of the internet by staff and volunteers becomes more widespread, for the protection of Penglais School (referred to as the organisation), young people and the staff and volunteers it is necessary to set out some guidelines for internet use. Staff and volunteers should read these guidelines carefully with the organisation's Social Media Policy. Abuse of the internet may lead to disciplinary action being taken.

The use of electronic communication and information retrieval is no more than the addition of another medium. **The same behavioural and professional standards are expected of staff and volunteers as are the case with traditional written communications, the telephone and face to face meetings.**

The internet as a resource is constantly changing. These guidelines will be updated in the light of experience and developments of the internet itself.

2. Acceptable Uses

As a general principle, internet access is provided to staff and volunteers to support work related activities. The following list is not intended to be a definitive list, but sets out broad areas of use that the organisation considers to be acceptable uses of the internet:

- To provide communication within the organisation via email or the organisation website
- To provide communication with other organisations for educational purposes
- To distribute electronic copies of the weekly bulletin and newsflash
- To distribute details regarding organisation meetings
- To provide electronic methods of communication
- Any other use that directly supports work related functions.

3. Unacceptable Uses

The following uses will be regarded as not acceptable:

- Using the computer to perpetrate any form of fraud, or software, film or music piracy.
- Use for racial, sexual, homophobic or other harassment.
- Use of non-educational games.
- To access pornographic, obscene or illegal material.
- To solicit personal information with the intent of using such information to cause harm.
- Entering into a commitment on behalf of the organisation (unless

you have explicit permission to do this).
- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Using the computer to perpetrate any form of fraud, or software, film or music piracy
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence. Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about the organisation, your colleagues and/or our young people on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Revealing confidential information about the organisation in a personal online posting, upload or transmission - including financial information and information relating to our young people, staff and/or internal discussions
- Use of personal email to communicate with or about any students
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the corporate network
- To disrupt the work of other users. This includes the propagation of computer viruses and use of the internet.
- Use of any Bit torrent systems
- Use for personal or private business purposes.

4. Netiquette

The following general principles should be adopted:

- Be polite. Do not be abusive in messages to others.
- Use appropriate language. Remember that you are a representative of the organisation and that you are using a non-private network.

5. Email

- Whenever e-mail is sent, it should be from an official work email address which includes the sender's name, job title and organisation's name.
- Every user is responsible for all mail originating from their user ID (e-mail address).
- Forgery or attempted forgery of electronic mail is prohibited.
- Attempts to send junk mail and chain letters are prohibited.
- Attempts to read, delete, copy or modify the e-mail of other users are prohibited.
- If you receive e-mail from outside the organisation that you consider to be offensive or harassing, speak to your line manager (harassing internal e-mail will be dealt with under the organisation's guidelines).
- You should be aware that, in the event of the organisation being involved in legal

proceedings, any relevant e-mails (including internal e-mail) may have to be disclosed, on the same basis as is the case for written documents.

- Email should be accessed via organisation ICT equipment only, if you wish to use a personal device to download organisation emails, you must check with your line manager first. You will need to ensure that your device is secured by a password at all times, that this password is not shared with any other person and that all reasonable care is taken to prevent unauthorised access to confidential information.

6. Social Networking Sites

Social media applies to blogs, microblogs like Facebook, Twitter, Bebo, LinkedIn, videos, MySpace, social networks, discussion forums, wikis, and other personal webspace. This organisation permits the use of internet and social media on work premises, outside of work time, but only where it meets the following guidelines. This is usually outside normal working hours and must not interfere with your or others day-to-day duties. Personal access should not be in view of any young people, and you are reminded to log out or 'lock' the screen immediately upon leaving your mobile phone or PC, even if only for a short while.

See Social Media Policy for further details.

7. Disciplinary Action

Disciplinary action may be taken against staff and volunteers who contravene these guidelines, in accordance with the organisation's disciplinary procedures.

8. Advice

If you require any advice on the use of these guidelines, please contact your Line Manager.

EMPLOYEE DECLARATION
ICT ACCEPTABLE USE POLICY

Penglais School

I, _____ (print name)

Employed by Penglais School and Ceredigion County Council
Canolfan Rheidol,
Llanbadarn Fawr
Aberystwyth
Ceredigion
SY23 3AW

Declare that I have received a copy of the above-mentioned ICT Acceptable Use Policy and:

	Tick
I have read it	
I have understood it	
I agree to work according to those conditions and provisions	

Signed (Employee)		**Date**	
Signed (Witness)		**Date**	

The COPY of this page MUST be completed and returned to the office.