Langley Fitzurse Church of England School

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Amaze Excite Inspire

‘Jesus offers life in all its fullness’

**Staff Computer Use Policy**

**July 2018**

* Passwords that I use to access school networks, systems and online resources provided by school will be kept secure and secret – if I have reason to believe that my password is no longer secure I will change it.
* I will not share my login details with colleagues.
* I acknowledge that any computer provided for me to use remains the property of the school and should only be used for school business.
* I will not access the files of others or attempt to alter the computer settings.
* I will not upload web content or use pictures or text that can identify the school, without the permission of the Headteacher.
* I will not alter, attempt to repair or interfere with the components, software or peripherals of any computer that is the property of the school. I will seek permission with the school’s technician / Network Manager should I need to install additional software.
* I will always adhere to the copyright.
* I will always log off the system when I have finished working.
* I will always lock my screen when leaving my computer unattended.
* I understand that the school may, in line with South West Grid for Learning procedures and policies, monitor the internet sites I visit.
* I will not open e-mail attachments unless they come from a recognised and reputable source. I will bring any suspicious attachments to the attention of the school’s ICT Support contractor / technician or Headteacher.
* I am aware of the risks of Malware and Ransom Viruses which may erase all files and folders in my home folder and shared areas of the school server. (The risk may be higher when using laptops away from school or using non-school email accounts on school devices).
* If I believe that I have clicked on a dangerous link, downloaded a potentially dangerous file or other content I will report this to the Headteacher, finance officer or technical support team as soon as possible. (ICT support can be notified at [ictsupport@langleyfitzurse.wilts.sch.uk](mailto:ictsupport@langleyfitzurse.wilts.sch.uk) or by calling Oakford technology on 01380 888088).
* Any e-mail messages I send will not damage the reputation of the school.
* All joke e-mails and attachments are potentially damaging and undesirable and therefore should not be forwarded.
* I understand that a criminal offence may be committed by deliberately accessing internet sites that contain certain illegal material[[1]](#footnote-1).
* Use of any school resource for personal financial gain, gambling, political purposes or advertising is forbidden.
* Storage of e-mails, photographs, music and video files, downloads and attachments should be kept to a minimum to avoid storing and backing up unnecessary data.
* I understand that I am responsible for the safety of school data that I use or access.
* If I access school email via my phone or other personal device I shall ensure all the same security rules mentioned above are followed, especially that the device is protected by a password and / or PIN which is used and take the same care over securing data which would be expected if I were using a school device.
* In order to maintain the security of data I will take the following steps:
* I will store data files in my user area only for as long as is necessary for me to carry out my professional duties.
* I will remove old data from the school server regularly and by the end of each academic year
* I will not save data files to a PC or laptop other than that provided by the school.
* If I need to transfer sensitive data files and no secure electronic option is available I will only do so using the encrypted USB memory stick provided by the school, which I will password protect.
* Sensitive data will only be sent electronically following an assessment of the sensitivity of the data and the potential for harm if the data were lost or stolen by a third party. Ideally all data is sent via a secure method, e.g. Perspective Lite. If this is not available then the minimum requirement is to password protect a document before attaching it to email and emailing the password in a separate message or advising the recipient by phone

Sensitive data includes but is not limited to:

* Pupil reports
* SEN records
* Letters to parents
* Class based assessments
* Exam results
* Whole school data
* Medical information
* Information relating to staff, e.g. Performance Management reviews.

If I am in any doubt as to the sensitivity of data I am using, I will consider these questions:

* + - Would disclosure / loss place anyone at risk?
    - Would disclosure / loss cause embarrassment to an individual or the school?
    - Would disclosure / loss have legal or financial implications?

If the answer to any of these questions is yes, then the data should be treated as sensitive.

I understand that if I do not adhere to these rules outlined in this policy, my network access will be suspended immediately, my laptop removed and that other disciplinary consequences may follow including notification to professional bodies where a professional is required to register. If an incident is considered to be an offence under the Computer Misuse Act or the Data Protection Act this may be reference for investigation by the Police and could recorded on any future Disclosure & Barring Service (DBS) checks.

Name…………………………………. Signature ………………………………………

Date…………………………………..

This policy will be reviewed every two years.

Langley Fitzurse School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to be part of the wider community through fostering Christian values, and the development of spirituality through reflection to enhance relationships.

Approved by the Leadership & Resources Committee – 12 July 2018

1. 4. Legislative guidance is available from the Internet Watch foundation: http//www.iwf.org.uk [↑](#footnote-ref-1)