



# Acceptable Use Policy

## **Introduction**

In May 2018 the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) became enforceable across the United Kingdom. As part of **Appleton Wiske Community Primary School's** programme to comply with the new legislation it has written a new suite of Information Governance policies.

The Acceptable Use policy governs the use of the School's corporate network that individuals use on a daily basis in order to carry out business functions.

## **Scope**

All policies in **Appleton Wiske Community Primary School's** Information Governance policy framework apply to all School employees, any authorised agents working on behalf of the School, including temporary or agency employees, and third party contractors. Individuals who are found to knowingly or recklessly infringe these policies may face disciplinary action.

The policies apply to information in all forms including, but not limited to:

- Hard copy or documents printed or written on paper,
- Information or data stored electronically, including scanned images,
- Communications sent by post/courier or using electronic means such as email, fax or electronic file transfer,
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card,
- Information stored on portable computing devices including mobile phones, tablets, cameras and laptops,
- Speech, voice recordings and verbal communications, including voicemail,
- Published web content, for example intranet and internet,
- Photographs and other digital images.

## **Email and Instant Messaging Use**

The School provides email accounts to employees to assist with performance of their duties. The School also allows employees to use its instant messaging service. For the benefit of doubt Instant Messages are classed as email communications in this policy.

### *Personal Use*

Whilst email accounts should primarily be used for business functions, incidental and occasional use of the email account in a personal capacity may be permitted so long as:

- Personal messages do not tarnish the reputation of the School,
- Employees understand that emails sent to and from corporate accounts are the property of the School,
- Employees understand that School management may have access to their email account and any personal messages contained within,
- Employees understand that the Emails sent to/from their email account may have to be disclosed under Freedom of Information and/or Data Protection legislation,

- Employees understand that the School reserves the right to cleanse email accounts at regular intervals which could result in personal emails being erased from the corporate network,
- Use of corporate email accounts for personal use does not infringe on business functions.

#### *Inappropriate Use*

The School does not permit individuals to send, forward, or solicit emails that in any way may be interpreted as insulting, disruptive, or offensive by any other individual or entity.

Examples of prohibited material include, but are not necessarily limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files,
- Unwelcome propositions,
- Profanity, obscenity, slander, or libel,
- Ethnic, religious, or racial slurs,
- Political beliefs or commentary,
- Any messages that could be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

#### *Other Business Use*

Users are not permitted to use emails to carry out their own business or business of others.

This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of School management.

#### *Email Security*

Users will take care to use their email accounts in accordance with the School's information security policy. In particular users will:

- Not click on links in emails from un-trusted or unverified sources,
- Use secure email transmission methods when sending personal data,
- Not sign up to marketing material that could jeopardise the School's IT network,
- Not send excessively large email attachments without authorisation from School management and the School's IT provider.

#### *Group Email Accounts*

Individuals may also be permitted access to send and receive emails from group and/or generic email accounts. These group email accounts must not be used in a personal capacity and users must ensure that they sign each email with their name so that emails can be traced to individuals. Improper use of group email accounts could lead to suspension of an individual's email rights. The Head Teacher will have overall responsibility for allowing access to group email accounts but this responsibility may be devolved to other individuals.

The School may monitor and review all email traffic that comes to and from individual and group email accounts.

## **Internet Use**

The School provides internet access to employees to assist with performance of their duties.

### *Personal Use*

Whilst the internet should primarily be used for business functions, incidental and occasional use of the internet in a personal capacity may be permitted so long as:

- Usage does not tarnish the reputation of the School,
- Employees understand that School management may have access to their internet browsers and browsing history contained within,
- Employees understand that the School reserves the right to suspend internet access at any time,
- Use of the internet for personal use does not infringe on business functions.

### *Inappropriate Use*

The School does not permit individuals to use the internet in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity. Examples of prohibited material include, but are not necessarily limited to:

- Sexually explicit or pornographic images, cartoons, jokes or movie files,
- Images, cartoons, jokes or movie files containing ethnic, religious, or racial slurs,
- Any content that could be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

Individuals are also not permitted to use the internet in a way which could affect usage for others. This means not streaming or downloading media files and not using the internet for playing online games.

### *Other Business Use*

Users are not permitted to use the internet to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of School management.

### *Internet Security*

Users will take care to use the internet in accordance with the School's information security policy. In particular users will not click on links on un-trusted or unverified Webpages.

## **Social Media Use**

The School recognises and embraces the benefits and opportunities that social media can contribute to an organisation. The School also recognises that the use of social media is a data protection risk due to its open nature and capacity to broadcast to a large amount of people in a short amount of time.

### *Corporate Accounts*

The School has a number of social media accounts across multiple platforms. Nominated employees will have access to these accounts and are permitted to post general information about the School. Authorised employees will be given the usernames and passwords to these accounts which must not be disclosed to any other individual within or external to the

organisation. The Head Teacher will have overall responsibility for allowing access to social media accounts.

Corporate Social Media Accounts must not be used for the dissemination of personal data either in an open forum or by direct message. This would be a contravention of the School's information governance policies and data protection legislation.

Corporate Social Media Accounts must not be used in a way which could:

- Tarnish the reputation of the School,
- Be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.
- Be construed as sexually explicit,
- Construed as political beliefs or commentary.

#### *Personal Accounts*

The School understands that many employees will use or have access to Personal Social Media Accounts. Employees must not use these accounts:

- During working hours,
- Using corporate equipment,
- To conduct corporate business,
- To contact or approach clients, customers, or partners of the School.

### **Telephone Use**

The School provides email accounts to employees to assist with performance of their duties.

#### *Personal Use*

Whilst the telephone should primarily be used for business functions, incidental and occasional use of the telephone in a personal capacity may be permitted so long as:

- Usage does not tarnish the reputation of the School,
- Employees understand that School management may have access to call history,
- Employees understand that the School reserves the right to suspend telephone usage at any time,
- Use of the telephone for personal use does not infringe on business functions.

#### *Inappropriate Use*

The School does not permit individuals use the telephone in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity.

#### *Other Business Use*

Users are not permitted to use the telephone to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of School management.

Review date: March 2021

Appleton Wiske Community Primary School  
Acceptable Use Policy

Name	Position	Signature	Date
Neil Clark	Head Teacher		
Karen Hainsworth	Class Teacher		
Liz Atkinson	Class Teacher		
Bethany Rowling	Class Teacher		
Paula Gudger	HLTA		
Nicki Guyll	HLTA		
Helen Allen	GTA		
Jackie Loverock	GTA		
Sue Stainthorpe	GTA		
Karen Metcalfe	Senior Administrator		
Karen Curran	Admin Assistant		
Daniel Hills	Club Manager		
Julie Noble	Club Assistant		
Chris Ring	Co-Chair Governors		
Kate Green	Co-Chair Governors		
Michael Nightingale	Governor		
Heather Patel	Governor		
Sarah Powell	Governor		
Kodi Sanerivi	Governor		
Scott Wilson	Governor		

## Acceptable Use Policy (Parents/Carers and Pupils)

Appleton Wiske Community Primary School has computers and internet access to help with teaching and learning. These rules will keep everyone safe, helping us to be fair to others.

### Pupils

- ✓ I will not access other people's files
- ✓ I will only use the computers for schoolwork and homework
- ✓ I will not bring electronic files from outside school unless I have been given permission
- ✓ I will ask permission from a member of staff before using the internet
- ✓ I will only email people I know or who my teacher has approved
- ✓ The messages I send will be polite and responsible
- ✓ I will not give my personal details to anybody online, such my home address or telephone number
- ✓ I will report any unkind material or messages sent to me. I understand my report will be confidential and will help protect others and myself
- ✓ I understand that the school may check my computer files and may monitor the internet sites I visit
- ✓ I understand that if I act inappropriately, my parents will be informed and I will not be allowed access to the school internet for a period of time

### Parents/Carers

- ✓ I will encourage my child to keep their password private (but they may tell me)
- ✓ I will encourage my child to be a responsible user of the internet
- ✓ I will encourage my child to act responsibly by telling school staff if they think that someone else has broken the rules
- ✓ I will encourage my child to check with me before using the internet at home
- ✓ I will ensure my child knows to tell me or their teacher if they see or read inappropriate material on the internet
- ✓ I understand that if my child does not keep to the rules, I will be informed and my child will not be allowed to use the school internet for a period of time
- ✓ I understand that by signing this agreement I am giving permission for my child to use the internet in school and to have access to the Learning Platform

Signed \_\_\_\_\_

(Parent/Carer)

Signed \_\_\_\_\_

(Child)

Date \_\_\_\_\_