



Staff Acceptable Use of ICT Policy

Drafted by: Liz Buffini (Deputy Head teacher)

Approved by Governors on: April 2010

Review date: To be determined by Headteacher/Governing Body

Person (position, not name) to perform review: SLT responsible for ICT development

This policy should be read in conjunction with all other policies and not as a standalone policy

At Cardinal Wiseman school ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, internet, social networking and that ICT use may also include personal ICT devices when used for school business. Where applicable, staff should be aware of and review regularly, their responsibility when using ICT (as defined); school information systems; and electronic communicating with pupils. All staff must adhere to the school's E-safety policy and where appropriate the Data protection Act.

Expectations of staff using ICT facilities.

1. Understand that use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
2. Observe system security and not disclose any password or security information to anyone other than an authorised system manager.
3. Ensure that personal data is stored securely (encrypted, password protected) and is used appropriately, whether in school, taken off the school premises or accessed remotely.
4. Report any incidents of concern regarding children's safety to the Designated *Child Protection Person* or Headteacher.
5. Report any incidents of deliberate or accidental access to inappropriate websites to both your Line Manager and Designated *Child Protection Officer*, notify the *Network manager*.
6. Ensure that electronic communications with pupils including email, and social networking are compatible with your professional role and that messages cannot be misunderstood or misinterpreted. (NOTE: Having students as "friends" on social networking sites is not compatible with your professional role and could lead to safe guarding issues)
7. Promote e-safety with students in your care and help them to develop a responsible attitude to system use, communications and publishing.
8. Respect copyright and intellectual property rights.



The Cardinal Wiseman Catholic School



9. Do not install any software or hardware without permission from the Network Manager.

NOTE: The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.