ICT AND INTERNET USAGE POLICY - STAFF

The IT manager is responsible for the formulation and review of policies affecting the use of computers within the School. These policies include co-operation with outside bodies such as the Data Protection Registrar, the Health and Safety Executive and the British Computer Society to ensure that the policies reflect current best practice and comply with any laws or regulations controlling the use of computers. These policy documents are subject to review by the Senior Management Team but ultimate responsibility for their content rests with the Headmaster and the Finance Director.

All users of the School's IT systems are required to comply with these policies when using computers owned by the School or other computers when used for work on behalf of the school either in or out of School.

General Rules

The general rules are posted on Firefly and are subject to alteration as circumstances dictate. In general, everyone is expected to use the facilities provided in a reasonable & responsible manner and behave in such a way as to permit everyone to work to their best advantage.

Health & Safety

The hazards associated with computing are relatively minor and are assessed by the IT Manager acting under the guidance of the Senior Management Team.

GDPR

From May 2018, GDPR replaced the Data Protection Act, and requires businesses to protect all personal data and privacy they hold. With this staff are responsible personally along with the School for ensuring personal data is protected at all times. Every care must be taken to protect personal data when accessing systems or taking data outside of school by doing the following as a minimum:

i.   Logging out of systems such as Email, iSAMS, Firefly etc. and ensuring log in details have not been stored for automatic repeated access.
ii.   Suitable security must be enabled on mobile devices that are used for accessing school email and other systems.
iii.   When taking printed personal information out of school, ensure that this is kept

safe and destroyed appropriately when no longer needed.

Copyright

The ownership of work produced by staff and pupils can sometimes be in doubt. The School's policy is to interpret the law as generously as possible in favour of the author while retaining the rights only to such items as are covered specifically by this policy.

Computer Misuse Act

The unauthorised use of computers is a criminal offence. The Computer Misuse Act of 1990 formalises this and explains the different offences and penalties.

Use of Personal Equipment on the School Network

Use of personal equipment on the school network is permitted via the separate Student/Guest network; personal devices should not be connected directly to the Academic network. Personal devices should have no unlicensed or illegally copied software (including music and other data files) on it and you should be aware that you are still using school network systems to connect to the internet.

Acceptable Usage Policy

This policy applies to all non-pupil users of the School's IT facilities and sets down the standards which users are required to observe in the use of the IT network, email and the internet.

Non-pupil users include teaching and support staff, children and partners of residential staff, visiting adults and children and any other user category not defined as a pupil of the school.

Access for non-school related purposes is provided on a best efforts basis and subject to normal security and firewall rules. Framlingham College cannot compromise network security to accommodate personal preferences or requirements.

Deliberate access of inappropriate material by employees or visitors through school systems would be regarded by the school as a significant breach of trust, or, for certain materials or sites, gross misconduct, which may result in the school taking disciplinary action.

It is the responsibility of all users to acquaint themselves and comply with this policy. Certain terms in this policy should be understood expansively to include related concepts:

School includes all Framlingham College locations and both academic and non-academic areas.

Document covers just about any kind of file that can be read on a computer screen as if it were a printed page, including the HTML files read in an internet browser, any file meant to be accessed by a word processing or desk-top publishing programme or its viewer or any other

electronic publishing tools.

Graphics includes photographs, pictures, animations, movies or drawings.

Display includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-reality tools.

The acceptable usage policy is split into five sections:

- Internet
- Contacting Pupils
- Email
- Security
- Copyright

By logging on to the Framlingham College network you signify your acceptance of this policy, and you should seek clarification of any issues that you do not understand.

Internet

Use of the Internet by non-pupil users is permitted and encouraged where such use is suitable for school purposes and supports Framlingham College's aims. In addition, at specified times and locations, you may access the facilities for personal activities including communication and recreational use. Personal use should never compromise availability for academic use.

The Internet is to be used in a manner which is consistent with Framlingham College's standards of professional business conduct and as part of a pupil's academic research:
During School hours we expect you to restrict your Internet usage to School related purposes only or to use the facilities in such a way as not to impact on overall performance – for instance, not to download large files or use streaming media excessively.

All existing School policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with privacy, misuse of School resources, sexual harassment, fraud and information security and cyberbullying.

Any file, including e-mails, that is uploaded or downloaded must be scanned for viruses before it is run or accessed. This should be done automatically, so non-pupil users must check that their anti- virus software is running. Ask for advice from the IT department if you are unsure how to do this.

The School's Internet facilities and computing resources must not be used knowingly to break the law. Use of any School resources for illegal activity is grounds for immediate action and the School will co-operate with any legitimate law enforcement agency.

Any legal and licensed software or files downloaded via the Internet into the School network become the property of Framlingham College. Any such files or software may be used only in

ways that are consistent with their licenses or copyrights.

- No user may use School facilities knowingly to download or distribute pirated (illegal and unlicensed) software or data.
- No user may use the School's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the security of staff or pupils.
- No user may use the School's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door programme code.

Non-pupil users are specifically prohibited from downloading any software onto School owned devices without the express permission of the IT department.

Users with Internet access may not upload any software licensed to the School or data owned or licensed by the School without explicit authorization from the member of staff responsible for the software or data.

The School's monitoring system (Lightspeed) records (for each and every user) each web site visit, each chat-room, newsgroup or e-mail message and each file transfer into and out of its internal networks. No one should have any expectation of privacy as to his or her Internet usage. The IT department will review internet activity and analyse usage patterns, and may choose to publicise this information to ensure that School internet resources are devoted to maintaining the highest levels of productivity.

Users should not download or view material that is obviously libelous (or otherwise unlawful), or inappropriate in any way, i.e. graphic images, sound files, or music.

Framlingham College reserves the right to inspect any and all files stored on School computing facilities in order to assure compliance with this policy.

The School has in place a firewall to ensure the safety and security of the School's networks. Additional devices may also be installed in the future to further protect these networks. Any user who attempts to disable, defeat or circumvent any School security facility will be subject to disciplinary proceedings.

A USER WILL BE HELD ACCOUNTABLE FOR ANY BREACHES OF SECURITY OR CONFIDENTIALITY

Contacting Pupils

Do not respond to invitations from pupils in social networking sites. It is expressly forbidden for members of staff to be 'friends' (or the equivalent terminology) with pupils on social network sites.

Be aware of the professional risks involved in communicating with pupils via instant messaging mobile phone, text messaging or other messaging type mediums – though the school recognises that there are situations (for example on school trips, emergencies, or where an

immediate response is required) where there is no alternative.

Where possible, staff should use school owned devices to communicate with pupils.

Email

All users need to be aware that e-mail carries exactly the same status as other forms of communication, including letters, memos and telephone conversations, and the same consideration and legal implications need to be applied and observed in the use of e-mail as in these other forms of communication.

The School provides an online e-mail system, via Microsoft Office 365, to support its academic and administrative activities and access to e-mail facilities for all users is granted on this basis. Users are reminded that e-mail sent and received on the School's systems are not private property they remain part of the School's information systems. Personal use should never compromise availability for academic use. Use of personal e-mail must not detrimentally affect the duties of other email users or disrupt the system, and/or harm the School's image or reputation.

When composing and sending an e-mail, it is expected that the content meets the standards of professionalism which Framlingham College expects of everyone.

It is not permitted to send sexual, racially biased or other inappropriate e-mails, which would infringe the School's code of conduct. Do not use aggressive, abusive or deliberately anti-social language. Never e-mail hastily or out of anger.

You should not copy or download or forward material that is obviously libelous (or otherwise unlawful), unrelated to work, or inappropriate in any way, i.e. graphic images, sound files, or music.

Users are reminded that they are responsible for their own e-mail housekeeping. Unwanted e-mail should be deleted. If you are unsure how to achieve this, guidelines are available from the IT department.

Those with school email addresses should not give their external e-mail address out carelessly. Only enter it on business circulars and application forms if you are sure that it will not be misused or forwarded on.

Particular attention should be paid to the addressee to ensure the message will reach the intended recipient especially if choosing from an address list of similar names. You should, generally make use of the Global address book for all internal email addresses.

Messages intended for another recipient should be re-directed and then deleted. Any incorrectly addressed messages should only be forwarded to the intended recipient if the identity of that recipient is known and certain.

Security

Users should not allow other people to use their network login. Do not leave your PC logged on to the network.

Anti-virus software is installed on every PC connected to the School's network. Anti-virus software must not be disabled or uninstalled for any reason. The anti-virus software is set up to regularly scan each PC for viruses. If you notice that your anti-virus software is not running or scanning, you should immediately report the fact to the IT Department.

It is extremely common for a virus to propagate itself via an e-mail attachment. The attachment may be in various forms, but commonly PDF, TXT, EXE, ZIP etc. There may also be a link within the body of an email encouraging you to click. You may also receive a phishing email, which is an attempt to trick you into sharing your login details or bank/credit card information. Many of these emails have been designed with great effort to look authentic from a genuine organization. If there is any doubt as to the authenticity of an e-mail, it must not be opened and reported to the IT department immediately.

It is also common for a virus to use the Outlook address book to forward itself to others. This means that infected e-mail could be received from a known and trusted source. You should be immediately suspicious if the email is unusual in any way.

Framlingham College maintains the right and ability at any time and without prior notice, where justified, to inspect any information stored on School computing facilities in order to ensure compliance with the policy.

If clarification of any aspects of policy are required, refer to the IT Manager.

Copyright

Every piece of work created belongs to someone. This includes text, images and any other form of intellectual creation regardless of how and where it is stored.

The majority of the software used within the School is owned by or licensed to Framlingham College and is protected by various patents, copyright and license laws currently in force.

The copyright ownership of all material must be respected and the wishes of the copyright owner are to be observed.

No material may be copied from the Internet or any other electronic source save with the specific permission of the copyright owner. Stringent laws apply, in particular, to the scanning of material. The use of all such material is to be properly attributed.

No-one is permitted to make copies of or changes to any software owned by or licensed to Framlingham College except where specific permission has been granted so to do. This includes any upgrades, 'plug-ins' or new versions regardless of the source.

The copyright of any material that is commissioned by Framlingham College, produced as coursework or for which remuneration or other consideration has been given by the School, is the property of Framlingham College.

Scanning or digital manipulation of documents, diagrams, photographs etc. that are copyright may be done only with the express permission of the copyright holder and in accordance with current law.