

The Federation of Golden Flatts and Lynnfield Primary Schools
Acceptable Use Policy

<u>Contents</u>	<u>Page</u>
1. Introduction	2
2. Scope	2
3. Email and Instant Messaging Use	2
4. Internet Use	4
5. Social Media Use	5
6. Telephone and Skype Use	6
7. Monitoring and review	7

1. 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 The Federation of Golden Flatts and Lynnfield Primary Schools 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.

This policy should be read in conjunction with the other policies in the School's Information Governance policy framework.

2. Scope

All policies in The Federation of Golden Flatts and Lynnfield Primary Schools 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.

3. 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.

i. 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,

The Federation of Golden Flatts and Lynnfield Primary Schools
Acceptable Use Policy

- 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.

Mrs S. Sharpe 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.

4. Internet Use

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

i. 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.

ii. Inappropriate Use

The School does not permit individuals 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.

iii. 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.

iv. 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 untrusted or unverified WebPages.

5. Social Media Use

The Federation of Golden Flatts and Lynnfield Primary Schools has clear guidance and expectations around the use of social media that is set out in the Social Networking Policy & Procedure

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.

i. 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. Mrs S Sharpe 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.

ii. 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.

6. Telephone and Skype Use

The School provides email accounts to employees to assist with performance of their duties. The School also allows employees to use Skype for Business. For the benefit of doubt Skype calls are classed as telephone calls in this policy.

i. 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.

ii. 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.

iii. 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.

iv. Telephone Conduct

When answering the phone employees need to be conscious that they are acting as the public face of the school. The school will endeavour to answer calls as promptly as possible. The member of staff taking external calls should identify to the caller which school they have reached, state who is taking the call and then enquire as to the nature of the call.

All messages that are taken by staff should identify the time of the call, the nature of the enquiry and a contact number. Messages are to be passed on as promptly as possible. Messages may be emailed to staff members. The same procedure is to be used when dealing with answer phone messages.

v. Use of personal devices including mobile phones

Staff should not make or receive personal calls during the working day when children are present. All personal mobile devices should be stored securely with the member of staff's personal belongings. Staff are permitted to use their phones in their designated staff room areas at lunch or breaktime when children are not present. In certain exceptional circumstances there may be times when staff

The Federation of Golden Flatts and Lynnfield Primary Schools
Acceptable Use Policy

members are required to take personal calls. Where possible this should take place at a prearranged time and a Leave of Absence form should be completed so the SLT can make appropriate cover arrangements. In these circumstances the member of the SLT who arranges the cover will also identify an appropriate place where the call can be taken. During the working day any other personal calls to members of staff should be made via the school office. In these exceptional circumstances the office staff will either: pass on a message to the member of staff or arrange for the member of staff to be covered so they can take the call.

7. Monitoring and review

The Executive Headteacher will review this policy on an annual basis and make any changes necessary.

Review Date: August 2022

Reviewed by: S. Sharpe

Approved by Governors:

Next Review Date: September 2023