

P15: Electronic Information and Communications Policy (Related Document)

Acceptable Use Policy

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1. Scope of this policy

- 1.1 This policy applies to all members of the STAHS community (including staff, pupils, governors and visitors) who use School IT systems, as a condition of access. Access to School systems is not intended to confer any status of employment on any contractors.

2. Online behaviour

- 2.1 As a member of the STAHS community, you should follow these principles in all of your online activities:
- a) The School cannot guarantee the confidentiality of content created, shared and exchanged via School systems. Ensure that your online communications, and any content you share online, are respectful of others and composed in a way you would wish to stand by.
 - b) Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the School community (for example, content that is obscene, or promotes violence, discrimination or extremism, is bullying, or raises safeguarding issues).
 - c) Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the School community, even if the content is not shared publicly, without going through official channels and obtaining permission.
 - d) Do not access or share material that infringes copyright, and do not claim the work of others as your own.
 - e) Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.
 - f) Staff should not use their personal email, or social media accounts to contact pupils or parents, and pupils and parents should not attempt to discover or contact the personal email addresses or social media accounts of staff.

3. Using the School's IT systems

- 3.1 Whenever you use the School's IT systems (including by connecting your own device to the network), you should follow these principles:
- a) Only access School IT systems using your own username and password. Do not share your username or password with anyone else.
 - b) Do not attempt to circumvent the content filters or other security measures installed on the School's IT systems, and do not attempt to access parts of the system that you do not have permission to access.
 - c) Do not attempt to install software on, or otherwise alter, School IT systems.
 - d) Do not use the School's IT systems in a way that breaches the principles of online behaviour set out above.
 - e) Remember that the School monitors use of the School's IT systems, and that the School can view content accessed or sent via its systems.

4. Passwords

- 4.1 Passwords protect the School's network and computer system and are your responsibility. They should not be obvious (for example, "password", 123456, a family name or birthdays), nor should they be the same as your widely-used personal passwords. You should not let anyone else know your password, nor keep a list of passwords where they may be accessed, and

must change it immediately if it appears to be compromised. You should not attempt to gain unauthorised access to anyone else's computer or to confidential information to which you do not have access rights.

- 4.2 Many of the School's electronic information and communications systems require two-factor authentication (including the Office 365 suite and CPOMS).
- 4.3 The School may require you to change your password on any or all School electronic information and communications systems at any time, without notice, and may suspend your access to these systems until your password has been changed.

5. Use of School property

- 5.1 Any property belonging to the School should be treated with respect and care, and used only in accordance with any training and policies provided. You must report any faults or breakages without delay to the IT Services team.

6. Use of School systems

- 6.1 The provision of School email accounts, wi-fi and internet access is for official School business, administration and education. Staff and pupils should keep their personal, family and social lives separate from their School IT use and limit as far as possible any personal use of these accounts. Again, please be aware of the School's right to monitor and access web history and email use.

7. Use of personal devices or accounts and working remotely

- 7.1 All official School business of staff and governors must be conducted on School systems, and it is not permissible to use personal email accounts for School business. Any use of personal devices for School purposes, and any removal of personal data or confidential information from School systems – by any means including email, printing, file transfer, cloud or encrypted memory stick – must be registered and approved by the Compliance Team.
- 7.2 Where permission is given for use of personal devices, these must be subject to appropriate safeguards in line with the School's policies, including the School's BYOD guidance.

8. Monitoring and access

- 8.1 You should be aware that School email, internet usage (including through the School wi-fi) and other online (and in some cases, offline) activity will be monitored for safeguarding, conduct and performance purposes, and both web history and School email accounts may be accessed by the School where necessary for a lawful purpose – including serious conduct or welfare concerns, extremism and the protection of others.
- 8.2 The School's filtering and monitoring software, Smoothwall, automatically logs activity that is flagged under the following filters: safeguarding, abuse, adult content, bullying, criminal activity, radicalisation, substance abuse and suicide. This list is indicative only and is not exhaustive.
- 8.3 Any personal devices used by pupils, whether or not such devices are permitted, may be confiscated and examined under such circumstances. Further details can be found in the Pupil Behaviour Policy and its related documents.

- 8.4 The School may require staff to conduct searches of their personal accounts or devices if they were used for School business in contravention of this policy, and in particular if there is any reason to suspect illegal activity or any risk to the wellbeing of any person.

9. Compliance with related School policies

- 9.1 To the extent they are applicable to you, you will ensure that you comply with the School's policies, including the Safeguarding and Child Protection Policy, Pupil Behaviour Policy, Anti-bullying Policy, Teaching, Learning and Assessment Policy, and Data Protection Policy.

10. Retention of digital data

- 10.1 Staff and pupils must be aware that all emails sent or received on School systems will be archived for a minimum of one year and could be held indefinitely. And email accounts will generally be closed and the contents archived immediately upon that individual leaving the school.
- 10.2 Any information from email folders that is necessary for the School to keep for longer, including personal information (e.g., for a reason set out in the School Privacy Notice), should be held on the relevant personnel or pupil file. Important records should not be kept in personal email folders, archives or inboxes, nor in local files. Hence it is the responsibility of each account user to ensure that information is retained in the right place, or where applicable, provided to the right colleague. That way no important information should ever be lost as a result of the school's email deletion protocol.
- 10.3 If you consider that reasons exist for the protocol not to apply, or need assistance in how to retain and appropriately archive data, please contact the School's Compliance Team.

11. Breach reporting

- 11.1 The law requires the School to notify personal data breaches, if they are likely to cause harm, to the authorities and, in some cases, to those affected. A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss alteration, unauthorised disclosure of, or access to, personal data.
- 11.2 This will include almost any loss of, or compromise to, personal data held by the School regardless of whether the personal data falls into a third party's hands. This would include:
- a) Loss of an unencrypted laptop, USB stick or a physical file containing personal data;
 - b) Any external hacking of the School's systems, e.g. through the use of malware;
 - c) Application of the wrong privacy settings to online systems;
 - d) Misdirected post, fax or email;
 - e) Failing to bcc recipients of a mass email; and
 - f) Unsecure disposal.
- 11.3 The School must generally report personal data breaches to the ICO without undue delay (i.e., within 72 hours), and certainly if it presents a risk to individuals. In addition, controllers must notify individuals affected if that risk is high. In any event, the School must keep a record of any personal data breaches, regardless of whether we need to notify the ICO.
- 11.4 If either staff or pupils become aware of a suspected breach, they should immediately contact the School's Compliance Team.

11.5 Data breaches will happen to all organisations, but the School must take steps to ensure they are as rare and limited as possible and that, when they do happen, the worst effects are contained and mitigated. This requires the involvement and support of all staff and pupils. The School's primary interest and responsibility is in protecting potential victims and having visibility of how effective its policies and training are. Accordingly, falling victim to a data breach, either by human error or malicious attack, will not always be the result of a serious conduct issue or breach of policy; but failure to report a breach will be a disciplinary offence.

12. Breaches of this policy

- 12.1 A deliberate breach of this policy by staff or pupils will be dealt with as a disciplinary matter using the School's usual applicable procedures. In addition, a deliberate breach by any person may result in the School restricting that person's access to School IT systems.
- 12.2 If you become aware of a breach of this policy or the e-safety guidance in the School's Safeguarding and Child Protection Policy, or you are concerned that a member of the School community is being harassed or harmed online you should report it to the Head, Head of Prep, or a Deputy Head. Reports will be treated in confidence wherever possible.

13. Acceptance of this policy

- 13.1 Please confirm that you understand and accept this policy by signing below and returning the signed copy to the School office.

For staff, governors and Senior School pupils:

I understand and accept this acceptable use policy (staff / pupils):

Name:

Signature:

Date:

- 13.2 For pupils in the Prep School only:

Name of parent/guardian:

Name of child:

Signature:

Date: