

ST AGNES

Catholic Primary School

ICT Security and Staff Acceptable Use Policy

With Jesus beside us, we do our best



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Our Vision and Values

At St. Agnes we believe that although we are all very different, we have a way of living, behaving and doing things that allow us to serve as a witness to the Catholic Faith in our Lord Jesus Christ.

Our school motto is: **With Jesus Beside Us We Do Our Best to:**



Believe

We are all valued in God's family and the school family. We **believe** in ourselves and in our abilities.

Persevere

When things get difficult we will **persevere** so that we will grow stronger, realising we can turn to each other and God.

Contribute

We will **contribute** to the life of the school, the parish, the local community and the wider world to which we all belong.

By doing these we will:

Achieve

By being the best we can be, we will **achieve** in making a difference to others and living as God would want us to.

Introduction to Information Communication Technology (ICT)

St Agnes Catholic Primary School is committed to preserving the confidentiality, integrity and availability of all the electronic information assets throughout the school. This is critical to the on-going functioning and good governance of the school.

Information Communication Technology (ICT)

Information Communication Technologies encompass a range of devices, platforms and systems that store, process and share information and data. They can include:

- Computers and laptops
- Server-based networks
- Mobile devices (tablets, phones, ebook readers)
- CCTV Cameras
- Removable storage devices
- Digital cameras
- Sound recording devices
- Learning platforms (eg Google Classroom)
- Digital library resources
- Cloud-based platforms and networks
- Cloud-based applications and tools
- Game Consoles
- Smart TV sets

This ICT Security Policy outlines the school's approach to electronic information security management. It provides the guiding principles and responsibilities necessary to safeguard the security of the school's electronic information systems.

The school is committed to a robust implementation of ICT Security Management. It aims to ensure the appropriate confidentiality, integrity and availability of its electronic data. The principles defined in this policy will be applied to all of the electronic information assets for which the school is responsible.

Roles and Responsibilities

ICT Security is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

Senior Leadership Team (SLT)

The SLT ensures that the policy is implemented and compliance with the Policy is monitored.

ICT Security Manager

Our school ICT Security Manager is Connetix

They keep up to date with ICT Security issues and guidance and ensures the SLT are updated

Governors

The Governing Body has a responsibility to ensure that the ICT Security Policy is updated and monitored regularly. We ensure our governors are aware of local and national guidance on ICT Security and are updated regularly. Link Governor - Fr Javier Ruiz-Ortiz

School Staff

All school staff are required to understand the policies relating to ICT Security, and the rules and restrictions that are part of the agreement that they sign each year

Parents

The Information Security policy is available to parents on the school website, and a printed copy can be requested

Other related policies and documents

The ICT Security Policy forms part of a suite of policies addressing the range of data protection and online safety issues that schools must address. These include:

- Data Protection and GDPR Policy
- Pupil Online Safety Policy
- ICT and Computing Curriculum Policy
- Keeping Children Safe in Education (DfE Sept 2019) Annex C Online Safety
- Remote Learning Policy

Internet Access

School Internet Provision

The school uses Virgin Media Business, as part of the London Grid for Learning (LGfL) Broadband consortium. Virgin provides an always-on broadband connection at speeds up to 100 MB.

Internet Content Filter

The LGfL use a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- All pupils and staff have been issued with clear guidelines on what to do if this happens, and parents will be informed where necessary.
- Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined in the **Pupil Online Safety Policy**

Connetix receive monitoring reports.

Downloading Files and Applications

Pupils and staff should not download/install any material from the Internet onto any school device or system.

Security and virus protection

The school subscribes to the LA/LGfL Antivirus software program, which uses Sophos and Norton Antivirus software. The software is monitored and updated regularly by the school technical support staff.

Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the Technical Support Service and/or ICT Security Manager

Connection of personal staff devices/external agency devices to the Internet

On occasion a staff member or an external party (eg School Nurse) will need to connect an external device to the school Internet service. The school has a secure guest Internet access account for this purpose. Access information is available from the school office.

This Internet access can be monitored and should only be used for professional purposes unless agreed with SLT.

The School Network

The school has a server based network with staff-only and shared drives. Staff are given access according to the school's ICT Access Control guidelines – see below.

The server is accessed through laptops and computer work stations in classrooms, offices and meeting rooms around the school. Only authorised Technical Support Services staff have access to the server itself and are able to change settings and profiles etc.

Cloud Based Services

The school subscribes to several approved cloud-based services that provide tools, storage and applications for both staff and pupil use. These accounts include:

- A Google Education account which gives access to the school Google Platform
- A Purple Mash Staff account which gives access to the school Purple Mash Learning Platform
- An Espresso staff account which gives access to the staff area of the Espresso Digital Library
- Mathletics - Online learning platform - Access rights are commensurate to role and responsibilities.
- Integris - give staff access to pupil details and register facilities. Access rights are commensurate to role and responsibilities.
- Come and See - A school wide login giving access to resources
- Handwriting- A school wide login giving access to resources
- Thep - A school wide login giving access to resources
- Maths Hub (Mastering number -- A school wide login giving access to resources)
- Renaissance learning
- IDL (SEN support for Dyslexia)
- Times Tables Rock Stars
- Letter Join (handwriting)
- Charanga (music)
- various programmes through LGFL

ICT Access Control

Access to school ICT systems for new staff users is authorised by SLT and then provided by the authorised Technical Support Services. Network settings ensure that passwords are suitably complex and are updated regularly in line with best practice and the GDPR (every 90 days).

Access management

A database of staff users, their access rights and credentials is kept securely in line with GDP Regulations by the Technical Support Officer and can be reviewed when necessary by SLT. Staff access is automatically terminated when they leave the employment of the school.

The following accounts are provided:

- A school network username and password for access to the school server network
- An LGfL Unique Sign On (USO) account which acts as their official staff email account (via LGfL StaffMail) and also gives access to LGfL resources and tools

Cloud-based tools and platforms

Staff accounts for these services are controlled in the same way as other access to ICT services

Restricted Access

Some users are granted access to restricted areas of the network or cloud-based storage on the basis of their roles and responsibilities as agreed with SLT. These credentials must be kept private and secure and not shared with other staff members.

Remote Access

The school provides access to some areas of the school network remotely via google drive

Remote access to school systems is restricted to those specified staff who need access and removed immediately when a staff member leaves the school.

Visitors

All visitors (including supply staff and contractors) to the school will be made aware of the general safeguarding arrangements of the school on arrival, and the key elements of the staff ICT Security Agreement as it relates to their visit.

- Access to the school network and Internet services on any device will not be given unless set up and supervised by an appropriate school staff member who has full knowledge of the ICT Security Policy.
- Visitors will not have access to online devices unless agreed by the Senior Leadership Team, and for a defined purpose related to their visit. (eg the school nurse may need to access the guest Wi-Fi password to allow access to materials and resources relevant to the visit)
- Visitors will not be permitted to take any photos or make digital video or sound recordings of school activities or resources unless specifically agreed beforehand with the Senior Management Team.
- Visitors agree to abide by professional standards in the dealings with the school, and to maintain these standards outside school once the visit has ended. This includes social media and other online platforms
- Visitors agree that personal mobile phones and other digital devices must be kept out of sight and switched to silent mode in the presence of pupils and parents

Supply/Temporary teaching staff

Short Term Supply staff will not be given their own access to the Internet and network. They will be given access by a generic **supply staff user account** that has restricted access to the school network.

Documents stored in the My Documents area of this account will be deleted and the password changed regularly

Access to other systems and cloud-based services will be given on an individual basis as the need arises, according to the discretion of the ICT Security Manager/Senior Management Team.

School Mobile Devices

School staff may use a selection of mobile ICT devices to support teaching and learning and to ensure the safety of pupils and staff. They may be used in school and outside school when authorized by SLT.

These currently include:

- **School mobile phones** – used on school trips to communicate securely with school
- **EYFS Tablet** - used to capture images and videos for assessment
- I pads phase sets.
- Chrome books / Laptops

All of these devices are managed by the school and have appropriate restrictions and security features enabled. They are regularly checked and updated by the Technical Support Services. Use of these devices is monitored by the ICT Security Manager and they are signed in and out by staff via the school office administrator

They are not used in any circumstances for staff personal business.

Disposal of ICT Equipment with data storage

All school equipment that may contain information or data will be disposed of using an approved Third-Party Company that will provide a certificate of disposal. See the Data Protection Policy for more information.

Use of the Internet and ICT resources by school staff

Professional use

- Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils
- Staff also consider inclusion and equalities issues when using ICT and the Internet, and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies.
- Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the Computing Co-ordinator.

E-mail accounts

- Staff members will be given a school e-mail address (which is also their LGfL USO account) and should use it for all professional communications
- Staff also have an email account linked to their Google for education account. This should not be used for email communications currently.
- Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

Online discussion groups, bulletin boards and forums, online chat and messaging

- The use of online discussion groups and forums relating to professional practice and continuing professional development is encouraged
- Staff are reminded that they are representing the school, and appropriate professional standards should apply
- The personal use of these services is forbidden on school premises or on school equipment

Personal use of the Internet and ICT resources

We recognise that staff may occasionally find it useful to use the Internet at work for personal purposes

However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below

Personal Devices in schools

Staff may bring in their own devices to school on occasion.

- They are not allowed to connect these devices to the school network without permission from the SLT and this connection must be initially set up by Technical Support Services if agreed.
- Mobile phones and other personal devices must NOT be used in the presence of pupils, parents or while staff are engaged in professional activities (eg in a staff meeting) unless previously arranged with SLT.

Use of Personal Devices to capture digital media

The use of personal devices to capture or record digital images, sound or video is not permitted unless agreed beforehand with the ICT Security Manager and/or the Senior Management Team. If permission is given, then any images, sounds or videos should be deleted completely from the device once transferred to the school network or data storage.

Please see the Appendix: Use of Mobile Phones and Digital Devices Policy for more detailed information

Social Networking

- The use of social networking tools and how it relates to the professional life of school staff is covered in **Staff Professional Conduct** expectations and agreements. The school does not currently have a social media presence.

Data Protection and Copyright

- Please see the **GDPR and Data Protection Policy** for more details on how we approach data protection
- Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.
- Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching materials. They also support pupils to do the same.

Staff Laptop and ICT Equipment Loans

Some equipment is available for loan to staff, with permission from the ICT Security Manager and Headteacher.

- The appropriate forms and agreements must be signed.
- Loaned equipment must only be used for professional purposes, both in and out of school.
- Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment or device must adhere to all aspects of this ICT Security Policy.
- This must be the case wherever the laptop, computer or other such device is being used as it remains the property of St Agnes Catholic Primary School at all times.
- Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

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School Staff ICT Security Acceptable Use Agreement Form

This document covers the use of school digital technologies and networks in and out of school. Some aspects of this agreement are also covered in other policies and contracts

Access

- I will not reveal my password(s) to anyone other than the appropriate staff managing the system
- If my password is compromised, I will change it immediately and inform the ICT Security Manager
- I will not use anyone else's password if they reveal it to me
- I will ensure that all passwords are updated when required and follow any rules for complexity etc
- I will not allow unauthorised individuals to access school ICT systems using my access details

Remote access

- I will keep any login details for remote access and learning platforms secure
- I will always log out completely from any device when my remote access / session is finished
- I will never save passwords or login details on any device outside school
- I will take all reasonable precautions to ensure my remote access session is secure
- I will not download sensitive personal data onto any non-authorised device or system

Appropriate Use

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the ICT Security Manager or member of the SLT

Professional Conduct

- I will not engage in **any online activity** that may compromise my professional responsibilities
- I will ensure that any private social networking accounts or websites that I create or actively contribute to are not confused with my professional role
- I will ensure that my activities on social media do not breach professional conduct standards (see Teacher Standards – Professional Conduct section)
- I will never include pupils or former pupils as part of a non-professional social network or group
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- I will not browse, download or send material that could be considered offensive to colleagues
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the ICT Security Manager or Data protection Officer (DPO)

Photographs and Video

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance).

Teaching and Learning

- I will always actively supervise or arrange for suitable adult supervision of pupils that I have directed or allowed to use the Internet.
- I will teach the school Online Safety curriculum using agreed resources and materials
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice.

- I will only use the Internet for professional purposes when pupils are present in an ICT suite, or a classroom with Internet access.

NEW for 2020: Remote and Home Learning

When I am communicating with pupils and families I will:

- Only use systems/accounts **provided/agreed by the school** to communicate with pupils and families
- Not conduct livestreaming lessons or video calls with pupils or families unless agreed with SLT
- Be conscious of safeguarding issues when communicating with children via using Gmail, Google Classroom, Purple Mash discussion forums or any other approved online communication platform
- Immediately contact the Designated Safeguard Lead if I have any concerns regarding safeguarding

When I am writing, creating and publishing content on the school website I will:

- Ensure that everything I publish online to support home learning is appropriate and suitable for children
- Check written materials that I create and post online for grammar and spelling mistakes
- Check thoroughly all external resources that I am recommending or linking to for suitability
- Consider SEND, accessibility and the needs of the intended audience when creating resources
- Avoid infringing copyright when copying books, resources and images and publishing them online

When I am creating any media content that will be published to the school website I will:

- Record video/audio/photos in a neutral area where nothing personal or inappropriate can be seen/heard in the background
- Dress appropriately and professionally and use appropriate language and vocabulary
- Ensure that any materials and media produced are of a suitable quality and standard before publishing
- Only use school video sharing accounts (Vimeo) to upload and embed staff-created videos on the school website. I will not use personal accounts

When I am publishing content created by pupils and families I will:

- Ensure that I have the parent's permission to post images taken in the family home
- Clarify with parents the school policy on what kind of images and videos the school will can publish
- Carefully scrutinise images and videos before publishing to ensure school policy is being followed
- Check images of children for identifying information, especially if the photo was taken at the pupil's home.

When I am working remotely on school systems and platforms I will:

- Ensure that any devices logged in to school remote learning or cloud-based resources are supervised and logged off when not being used
- Ensure that sensitive pupil information is never left unattended whilst I am working from home
- Never leave work emails and website/blog editing pages unattended whilst working from home
- Allow any other person to access or edit any school account, website or other digital platform
- Ensure that all pupil data and information stored on my personal devices (with permission from the school) is deleted as soon as it is no longer needed

Use of School Equipment out of school

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.
- I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and will return it when requested to be updated by the school technician.

Email

- I will only use the approved, email system for any school business or communication with parents (currently: LGfL Staff Mail).

- I will not communicate with pupils by email unless using approved school email accounts as part of approved schoolwork.

Personal Use

- I understand that I may use Internet facilities for personal use at lunchtimes, break times and before and after school, where computers are not being used for educational purposes
- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area
- I will not use the school internet facilities or school devices to access personal social media accounts
- I will not connect a personal computer, laptop or other device to the network without permission

Copyright

- I will not publish or distribute work that is protected by copyright.
- I will teach pupils to reference online resources when they use them in a report or publication.

Data protection

- I have read the school GDPR and Data Protection Policy
- I agree to abide by the rules set out in the GDPR and Data Protection Policy at all times
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent ICT Security and Data Protection policies

Signature

Date

Full Name

Job title.....

Agreement for access provision

I approve this user to have access to the school network and Internet provision as outlined below:

School Network Account	SLT Access to restricted areas	Access to restricted SEND areas	
LGfL USO/Staff mail account	Purple Mash Staff Account	Espresso Staff Account	
Other:	Other:	Other:	

Authorised Signature (Head Teacher)

Signature

Date

Full Name

(printed)

Appendix 1

Safeguarding: Children and online safety away from school

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the schools Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the teaching code of conduct, the ICT Security Policy and Staff Agreement, and the Pupil Online Safety Policy. St Agnes Catholic Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Blogs and learning platforms will be monitored daily by SLT and any concerns will be addressed immediately.

Online Safety Support and resources for parents and families will be clearly signposted on the school website.

Parents and Children should be made aware of how to report online abuse through clear routes such as; UK Safer Internet Centre and CEOP

Staff understand that they should:

- only use online platforms and tools suggested by St Agnes Catholic Primary School to communicate with pupils.
- only use school-registered accounts, never personal ones
- Avoid 1:1 communication unless pre-approved by SLT

Care should be taken to ensure that photos and videos made at home by staff and shared with pupils uphold professional standards. Below are some things to consider when delivering remote learning/lessons, especially where webcams or uploaded photos are involved:

- Staff and children must wear suitable clothing in photos or video links, as should anyone else in the household/background.
- Any computers or devices used by staff or pupils should be in appropriate areas, for example, not in bedrooms or bathrooms
- Care should be taken to ensure that any areas of private homes seen on video or in photos, (eg furniture, wall art and other personal items) are appropriate
- Language (including from anyone else in the household) must be professional and appropriate
- Background sounds must be minimised as much as possible

Use of ICT during School Closures and for Home Learning

What the school is doing to providing appropriate and secure online learning tools/systems for staff

- Ensuring all platforms and online communication tools used to communicate with pupils are secure, appropriate and are part of a robust school managed system
- Liaising with technical support staff to ensure robust security for remote access to school network resources and online learning tools, including secure management of staff and pupil accounts/passwords
- Ensuring staff and pupils know the difference between material that is public (eg on the school website), shared with school pupils (a class blog) and private between a pupil and their teachers (a 2Do comment)
- Providing staff with support and INSET where needed to develop the skills to provide Online learning
- Disseminating up to date information from Government and other organisations to staff

What staff are doing to ensure the online learning they deliver is safe, appropriate and professional

- Only using systems provided or agreed by the school to communicate with pupils and families
- Remembering to be particularly careful about posting images of children with identifying information, especially if the photo was taken at the pupil's home.
- Ensuring that any devices logged in to school remote learning or cloud-based resources are supervised and logged off when not being used
- Ensuring that all pupil data and information stored on their personal devices (with permission from the school) is deleted as soon as it is no longer needed
- Ensuring they are up to date with all relevant school policies, and asking for clarification if needed

Appendix 2

Supply staff will be given a printed summary of this policy as part of the **Supply Teacher and Visitor Information Sheet** and asked to sign the **Supply Staff ICT Security Agreement** when they arrive at school.