



Rochdale Islamic Academy
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GIRLS' SCHOOL

ACCEPTABLE USE OF ICT POLICY STAFF

Reviewed: August 2022

Next Review: August 2023

Approved by the Board of Trustees: August 2022

ACCEPTABLE USE OF ICT POLICY

STAFF

This acceptable use policy is designed to protect school systems and users from accidental or intentional misuse that could put the security of the systems and users at risk. It also protects staff from potential risk in their use of technology in their day-to-day work.

In exchange, the school will expect staff and volunteers to agree to be responsible users. The school will work to ensure that staff and volunteers have access to digital technology to enhance their work and to enhance learning opportunities for students.

All staff need to be aware that:

1. The Headteacher and Senior Leadership Team reserve the right to access files, folders, network data and workstations at any time, with reasonable cause and authorisation by the Headteacher or Trustees.
2. RIAG filters, monitors, and records all ICT usage and activity both in school and on school cloud-based software. This includes the use of the internet as well as general network usage. Staff may request that certain sites be temporarily 'unblocked' if this will assist their teaching.
3. Staff will have access to RIAG ICT resources (including their email account) until the final day of their employment by the school.
4. External storage devices such as USB sticks must be encrypted by our technicians before use for network security reasons.
5. If you have any concerns about the origin of an email, do not open it, delete it, and report it to IT Support.
6. This policy should be read in conjunction with the school's safeguarding and GDPR policy.
7. Be fully aware of the ICT Acceptable Use Policy for Pupils' provisions and take all reasonable measures to ensure that it is followed.
8. Use the network and all ICT tools sensibly and carefully.
9. Immediately notify the IT Manager of any loss or damage to ICT devices.
10. Take care when choosing passwords to keep the School's ICT systems secure. Passwords will need to be updated at the beginning of every term and should contain a mixture of alphabetical, numeric, and special characters.
11. Ensure that printing is carried out in a responsible and economical manner. Use duplex monochrome copies as colour printing should only be used in exceptional circumstances.

Staff must not:

1. Harm, offend or bully anyone using ICT.
2. Procure, display, or distribute any material that may be illegal, harmful, offensive or detrimental to anyone. This includes, for example: racist or extremist material, material of a sexual nature and viruses.
3. Engage in any illegal activities.
4. Make any sort of recording, whether audio or visual, of any conversation or meeting with anyone in the school community without their consent, as doing so would constitute a breach of trust and UK GDPR.
5. Log on using another person's username and password, attempt to access another person's files or data or give out any usernames or passwords.
6. Give out, or publish, personal details relating to any member of the school community without permission.

7. Take part in any activity that may be detrimental to the school's name, at home or in school.
8. Install or run any unapproved or unlicensed software/programs on any school computers, laptops, or tablets.
9. Change any of the configuration settings of any school computer, laptop, or Tablets.

Electronic Communication

1. Staff cannot use **personal** social media accounts like Facebook/Instagram to interact with students, parents.
2. Staff members must not display any personal information on social media accounts.
3. Staff members should avoid adding current students as "Friends," "Followers," or other direct connections on any social media platform.
4. Staff members are urged to utilise these websites professionally, and should they have any questions, they should consult the headteacher as soon as possible.
5. Each employee will receive an email account for Rochdale Islamic Academy, which is a part of the school's ICT resource. As a result, it is governed by the same guidelines as those listed in this ICT Acceptable Use Policy. All emails connected to work should be sent to this email address.
6. Personal email accounts should not be used for school related purposes.
7. It is good practice to email during school hours (8.00 am – 6 pm). If written outside of these hours, please schedule them to be sent automatically during those hours or save the draft and submit it the next day.
8. To comply with the Data Protection Act 2018 and the UK General Data Protection Regulations, (GDPR) staff should not set up any kind of service to forward school emails to a personal email address.
9. If a staff member wants to set up a personal device to receive school communications, they should make sure that no one else can access the device (e.g., family members), any apps or school related accounts must be password protected.
10. To ensure that school emails are kept separate from personal mail, it is highly advised to use a different programme. To keep the account private, the appropriate security measures (strong passwords or biometric protection) should be used. It is imperative to notify IT Support and the Headteacher right away if a personal gadget is lost or stolen and has access to a school email account.

Accessing the school network from outside the school

1. Staff must not transfer any content from outside the school that might be considered offensive, harmful, or unlawful to the school network. This covers transfers made over the Internet and using any kind of removable storage.
2. Do not give anyone from outside the school access to any private or confidential school documents, such as those on the Staff Shared Drive.
3. Any private data should not be sent or kept on a personal cloud service like Google Drive or Dropbox. The OneDrive/SharePoint account provided by the school is the only cloud storage that may be used.

Using school iPads/Tablets

1. The Apple iPads must always be in the hands of staff members, they should only be used by them, and should always be kept in a safe location when not in use. The iPad and the charging cable need to be kept in excellent condition. Staff must make sure that any loss or damage is notified to the IT Manager/Headteacher right away.

2. The Huawei and Lenovo Tablets will be provided for students to use in classrooms. Staff must ensure that students abide by the ICT Acceptable Use Policy when using the school Tablets. It is the staff members responsibility to oversee and collect all the tablets after use and store safely.
3. Personal photos or videos must not be stored on school devices.
4. When images or videos of students using a school iPad/Tablet for learning have been captured, they shouldn't be stored longer than is essential.
5. Social networking applications should not be downloaded or set up unless they are being used for a specific, approved reason.

ICT Agreement

I understand the provisions and conditions of this policy and agree to abide by them.

Staff name: _____

Position: _____

Staff signature: _____

Date: _____