Moorside Primary School

Acceptable Use Policy
2023-2025

MOORSIDE PRIMARY SCHOOL
PURPOSE, VISION & VALUES

Our Purpose
Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.
We pride ourselves in being a caring school community where everyone is welcome.
We strive to deliver an outstanding education for all our children.
We help everyone to become caring and active citizens.
We encourage everyone to thrive and achieve their full potential.

Our Vision
We want everyone in our school to work together to make us as good as any school can be.
We want to create new opportunities for everyone to succeed.
We want to create a culture, which broadens all of our horizons.
We want everyone to be able to tackle the challenges we will face in an ever-changing world.
We want all of our children to effectively engage with each other and with our community.

Our values
We all believe that
Our local community deserves a school they can be proud of.
We are a caring community where everyone is welcome.
We all value, respect and support each other.
Our community has the right to be safe and healthy.
Our children should have the chance to enjoy and be enthused by their time in our school.

We all work together to make sure that
Everyone always tries their best and take pride in all that they do.
Everyone demonstrates good manners at all times.
Everyone respects each other and show consideration.
Everyone respects and cares for our environment and resources.
Everyone celebrates each other's successes and achievements.

Introduction

As part of Moorside Primary School's programme to comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), it has a number of policies that support its commitment to comply.

The Acceptable Use Policy governs the use of the 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 and notices e.g. Data Protection Policy, Privacy Notices and Consent Forms.

Scope

All relevant policies /notices/forms used by Moorside Primary School 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.

Email

The school provides email accounts to employees to assist with performance of their duties.

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,
- ➢ 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.
- ➢ Passwords should never be shared.

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,
> - Slurs made in reference to any protected group,
> - 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.

Other Business Use

Users are not permitted to use emails to carry out their own business or business of others. This includes, but is 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 the Senior Leadership Team.

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,
> - Take extra care when sending sensitive or confidential information by email.
> - Encrypt any attachments containing sensitive or confidential information so that the information is only accessible by the intended recipient,
> - 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.
> - Report any suspicious emails to ICT Services for checking.

If staff receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.

If staff send an email in error that contains personal information relating to another person, they must inform Linda Hall, the Head Teacher, immediately and follow our data breach procedure.

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. Linda Hall, the Head Teacher, 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.

Internet Use

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

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 impinge on business functions.

Inappropriate Use

The school does not permit individuals to 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:
- ➢ Slurs or any other content that is aimed at any protected group,
- ➢ 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 that could affect usage for others. This means not streaming or downloading media files and not using the internet for playing online games.

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 un-trusted or unverified Webpages.

Social Media Use
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.

Corporate Accounts

The school uses the school website and Twitter. Only persons who are permitted to post will have access to these accounts.

Authorised employees will be given the usernames and passwords to these accounts that must not be disclosed to any other individual within or external to the organisation. Linda Hall, the Head Teacher, will have overall responsibility for allowing access to these accounts.

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.
- ➢ To bring the school in to disrepute.
- ➢ To divulge information about he school.

Telephone
The school provides access to the telephone for employees to assist with performance of their duties.

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 impinge on business functions.

Inappropriate Use

The school does not permit individuals to use the telephone in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity.
Staff must not give their personal phone number(s), email addresses or social media names to Parents/Carers or children. Staff must use phones provided by the school to conduct all work-related business.

Other Business Use

Users are not permitted to use the telephone to carry out their own business or business of others. This includes, but is 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 Senior Leadership Team.

Telephone Conduct

All staff using the telephone must behave professionally at all times and must not tarnish the reputation of the school. When responding to an abusive phone call, it is essential that staff remain calm and arrange an additional conversation as a follow up to ensure all messages have been conveyed correctly and understood.

Date implemented	June 2023
Date for review	June 2025

Appendix 1 - Acceptable use agreement for staff, governors and volunteers

Acceptable use of the school's ICT facilities and the internet: agreement for staff, governors, volunteers and visitors

Name of staff member/governor/volunteer:

When using the school's ICT facilities and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I am not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):	Date:
Full Name (blocked capitals):	