c/o Clifton Community School Cranworth Road Campus,
Cranworth Road, Rotherham, S65 1LN
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wickersleypt.org Mrs H O'Brien

This policy does not form part of the contract of employment and from time to time may be altered following consultation and negotiations with recognised Trade Unions. Any changes will be communicated to employees with reasonable notice. The policy may vary from time to time on a case-by-case basis in consultation and agreement with Union Representatives.

Personal Safety

Students must take care to keep personal information private. They must not electronically share (online or otherwise) information about their own or another person's address, telephone number(s), email address or photographs. Permission must be sought from another person before sharing any content relating to them.

Disciplinary Action

Your network account may be suspended if:

- You share your username and password(s) with another person, for any reason
- You put programs (.exe) into your network storage area or network areas (incl. online areas)
- á o ² … – ð ª … ² c c ž ž ð – Ñ … o – … @ c ð " " – o " – @ ð ª … X ž … b @ a ð 4 ž K …
- á o ² – … X ž … ð ² ž … – ð ž o c … 3 o – … o c – c … k … @ c X ² @ c 4 … ª ; o ž … c
- You use the computers irresponsibly, in a way that causes concern or disrupts teaching and learning
- You damage computers or any resources on purpose

Your internet access may be suspended if:

- You 'cyber truant' – use the internet for non-educational purposes or when not instructed
- á o ² … ð ª ª a " ª … ª o … ð ž ž … @ c ð " " – o " – @ ð ª … o – … o c ž @ Ê … ž @ ª ž K
- You use the internet in a way that causes concern or disrupts teaching and learning

Your email account may be suspended if:

- You send 'junk' mail not related to school work or school matters
- You fail to manage your email sensibly
- You use email in a way that causes concern or disrupts teaching and learning
- You use unauthorised web-based email services

All incidents will be reported to the student's Head of Year.

The school reserves the right to vary the terms of this policy without prior notice.

Additionally, to withdraw a user's access to the network and other services. The decision of ª ; … ž ; o o X … @ ž … c ð X P

Creating a safe ICT learning environment includes three main elements at this school:

- c … ª @ Ê … – ð c 4 … o 3 … ª ; c o X o 4 @ ð X … ª o o X ž
-

Internet and Email Filtering

X X … @ c ª – c ª … ð ž ž … @ ž … ž ² R ª … ª o … ð “ “ – o Ê … X ª – @ c 4 P … ® o a
restricted. In these circumstances, users should contact ICT Support to submit a request for access.

All school related emails must be sent out using the approved school email system.

Access to personal email accounts must be restricted to appropriate times e.g. lunchtimes and non contact time. Users should be aware that all personal email activity is subjected to the same rigorous monitoring as for school email.

Copyright

The law of copyright applies to electronic communication in the same way as it does to
“ – @ c ª … a ð ª – @ ð X … ð c … o ª ; – … 3 o – a ž … o 3 … o a a ² c @ ð ª @ o c P … X X
copyright will be removed immediately.

Monitoring

All computer activity is monitored and data may be accessed or intercepted as appropriate
Ñ … ð … a a – … o 3 … ž ª ð P … » ; @ ž … @ ž … @ c ª c … ª o … c ž ² – J

- That the security of school equipment and systems are not compromised
- Access when a user is absent (e.g. due to sickness)
- Crime can be detected and prevented
- There is no unauthorised use of the system

Approved Software and Portable Devices

» ; … ž ; o o X … ; ð ž … ð … X 4 ð X … ð c … c ð c @ ð X … – • ² @ – a c ª … ª o … c ž ² –
computer system is legal. As such it is important that accurate records exist to comply with the law but to ensure the reliability and security of the computer system.

Personal devices like memory sticks are a convenient way of backing up your work and
ª – ð c ž 3 – – @ c 4 … @ ª … ª Ë c … @ – c ª … o a “ ² ª – ž P … M o Ë Ê – K … ² ž …
and users should ensure that personal devices are encrypted as they will be personally liable for any data loss. Further advice can be obtained from ICT support.

£ X ð ž … c o ª … Ë ; – … “ – ž o c ð X … Ê @ ž … ð – … o c 4 ² – … 3 o – … ð ž
are reported lost or stolen or on termination of employment, school reserves the right to return the device to factory settings. Where users are issued with any school owned devices, these must be returned to ICT support on request.

Cloud Computing

R ª … @ ž … – o 4 c @ ž … ª ; ð ª … o ² a c ª … ž ª o – ð 4 … ð c … c o Ë … … ; X … Ê o ž … ð c … – o “ o Đ P … s o … “ – ž o c ð X … ð ª ð … ð ž … c … Ñ … ª ; … % ð ª ð this manner. Users need to be aware that cloud document storage is not subject to the same monitoring processes as school network drives. Users must therefore be vigilant and are responsible for all documents they have uploaded.

Data Handling and Information Security

The school holds a variety of sensitive data including personal information about students ð c … ž ª ð P … R 3 … Ñ o ² … ; ð Ê … c … 4 @ Ê c … ð ž ž … ª o … ª ; @ ž … @ c 3 o – a – ž “ o c ž @ @ X @ ª @ ž … ² c – … ª ; … % ð ª ð … £ – o ª ª @ o c … ª … … b – 3 appropriate steps to mitigate against data loss.

When considering Data Handling and Security, users must:

- Participate in a clear desk/clear screen policy to reduce the risk of unauthorised access, loss of and damage to information during and outside normal working hours or when areas are left unattended
- Ensure that where personal information is held on paper, it is locked away when not in use or the premises are secured
- » ð U … – ð ž o c ð X … ž ª “ ž … ª o … c ž ² – … ª ; ð ª … ² c Ë ð c ª … o c c ª @ ð X destroyed; paper records by incineration, pulping or shredding
- Be aware that access to systems is restricted to those users who need it
- Note that where information needs to be shared between organizations; secure networks must be used. It is never acceptable to transfer bulk personal information via normal email services

How Will Complaints Regarding e-Safety Be Handled?

The school will take all reasonable precaP ≮La22.1 (e)-4 (asonaakm2m ((enCa5 [(s ne)5.1 (v)5 , ow

Action

In order to meet the requirements of the data protection principles and its obligations under the Act, the Trust will ensure the following:

1. ¦ c Ë … @ ª ž … c ª – Ñ … o 3 … ª ; … ¦ 4 @ ž ª – … o 3 … s o ª @ ð ª @ o c ž … ; X …
2. •
3. Maintain a register of particulars about the types of personal data the WPT holds, purposes for which it is held and used and types of organisations to which personal data may be disclosed
4. “ “ o @ c ª … o – ž … Ë @ ª ; … ž “ @ … – ž “ o c ž @ @ X @ ª Ñ … 3 o – … ð ª ð … “
5. Any forms used to collect data will contain a ‘fair processing notice’ to inform the data subject of the reasons for collecting the personal information and the intended uses;
6. Any personal information that has been collected will be used only for the purposes for which it was collected
7. Data subjects (individuals to whom the personal information relates) are able to exercise the0 0ds,