

Acceptable Personal Use - Resources and Assets Policy

Version: 1 June 2018
Date approved: June 2018
Approved by: Standards, Staffing and Curriculum
Next review: June 2019

Purpose

This policy is used to explain what the acceptable uses of resources and assets are. This includes IT facilities and covers personal use. We must ensure that we use our IT and other facilities resources effectively, making sure that our reputation is maintained and to ensure that staff working time is used efficiently on delivering our business outcomes.

Principles

1. You must use our facilities economically; your personal use must not create extra costs for the school.
2. You must not use our facilities to undertake any unlawful, libellous, immoral or offensive activities, including accessing, downloading, storing, creating, copying or disseminating offensive material.
3. Personal use must not interfere with your productivity and how you carry out your duties. You must only make personal use of IT facilities outside of time you are recording or is designated as your 'working hours'.
4. Personal use must not reflect adversely on our reputation.
5. You must not leave personal-use websites open during your working time, even if they are minimised on your screen and you are not actively viewing/ using them. You must close websites when you are not actively using them.
6. You must not use browsers or access/ attempt to access sites that are knowingly unacceptable, even if this is in your own time. You must take care over the sites you are about to open, including reading search report information before opening.
7. You must not send or forward chain, joke or spam emails. You must delete such items if you receive them.
8. You must not use the Organisation's facilities for commercial purposes not approved by us or for personal financial gain. You must check with your manager if you have any uncertainty.
9. You must not use your access rights or identity as an employee to mislead another person, for personal gain or in any other way which is inconsistent with your role. You must check with your manager if you have any uncertainty.
10. You must not disclose (in writing, speech or electronically) information held by us unless you are authorised to do so, and the recipients are authorised to receive it.
11. When you print, photocopy, scan or fax official-sensitive information, you must not leave the information unattended. If you are faxing information outside your immediate office, always make sure that there is someone waiting at the other end to receive it. For other devices, if there is no secure release facility which requires you to be present, you must ensure you wait for the process to complete and remove any originals and copies from the equipment.
12. You must not connect any equipment to our IT network that has not been approved. Check that equipment has been tagged or marked as an accepted and managed device before insertion/ connection.
13. You must not do anything that would compromise the security of the information held by us, such as downloading/ spreading any harmful virus/ program or disabling or changing standard security settings. IT controls should prevent your ability to download anything harmful, but if in doubt, contact your manager in the first instance.
14. You must not make personal use of the information available to you that is not available to the public. If you wish to utilise Organisation data in a personal capacity, you must make a formal request for information to the Organisation.

Complaints

Complaints about the above policy should be made to the I.E.B/Chairperson of the Governing Body who will decide whether it is appropriate for the complaint to be dealt with in accordance with the school's complaint procedure.

Complaints which are not appropriate to be dealt with through the school's complaint procedure can be dealt with by the Information Commissioner. Contact details of both will be provided with the disclosure information.

Breach Statement

Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches of Policy may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you.

Contacts

If you have any queries or concerns regarding these policies/procedures then please contact Mr S Cox, Headteacher.

Signed: 
Head Teacher

Dated: 11th June 2018

Signed: 
Chair of Governors

Dated: 11th June 2018

Updated June 2018