



CITY OF BIRMINGHAM EDUCATION DEPARTMENT

BASKERVILLE SCHOOL

ACCEPTABLE USE (DIGITAL TECHNOLOGIES) POLICY - STAFF

Date reviewed: November 2018
Next review: November 2019

BASKERVILLE SCHOOL, FELLOWS LANE, HARBORNE, BIRMINGHAM, B17 9TS

TELEPHONE: 0121 427 3191
FAX: 0121 428 2204



VISION STATEMENT

To provide outstanding educational provision, with students achieving exceptional academic and social outcomes.

Access rights: I wish to have an email account; be connected to the intranet & internet; be able to use the school's ICT/Computing resources and systems.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy.

I agree to abide by the school's most recent Acceptable Use Policy.

Signature Date

Full Name (printed)

Job title

School

Authorised Signature (Head Teacher)

I approve this user to be set-up.

Signature Date

Full Name (printed)

1.1 I, _____, understand and accept the rights which have been granted, I understand the business reasons for these access rights, and I understand that breach of them, and specifically any attempt to access services or assets that I am not authorised to access – including any attempts to read, copy, modify or remove any personal data without prior authorisation - may lead to disciplinary action and specific sanctions. I also accept and will abide by Baskerville School's E-Safety Policy. I understand that failure to comply with this agreement, or the commission of any information security breaches, may lead to the invocation of Baskerville School's disciplinary policy.

2. Passwords

- 2.1 My username and password will be issued in line with Baskerville School's procedure for authorising and issuing them.
- 2.2 I will change my initial temporary password at first logon.
- 2.3 I will select and use passwords that are at least 7 characters in length, are alpha-numeric, are not based on any easily guessable or memorable data such as names, dates of birth, telephone numbers etc., are not dictionary words and are free of consecutive identical all-numeric or all-alphabetic characters.

- 2.4 I will keep my password secret and will not under any conditions divulge it to or share it with anyone, nor will I write it down and leave it anywhere that it can easily be found by someone else.
- 2.5 I will not store my password in any automated logon process.
- 2.6 I will change my password at intervals as required by Baskerville School, will not attempt to re-use passwords or use new passwords that are in a sequence, and will change my password more frequently if there is evidence of possible system or password compromise.
- 2.7 I will not use the same password for organisational and personal use.

3. Clear desk policy, screen savers and information reproduction

- 3.1 I understand that I am required to ensure that no confidential or restricted information (in paper or removable storage media format) is left on my desk, in my working environment, or left in or near reproduction equipment (photocopiers, fax machines, scanners) when I am not in attendance and will ensure that such information is secured in line with Baskerville School's security requirements.
- 3.2 I understand that I am required to ensure that no one can access my workstation when I am not in attendance and that I must have a password protected lock screen or screensaver that operates within five minutes of no activity or which I activate when I leave the workstation unattended.
- 3.3 I know that I am required to terminate active computer sessions when I have finished them and to log off (i.e. not simply turn off the computer screen) whenever I am finished working and that the workstation is to be protected by appropriate key locks when I am away from the building.
- 3.4 I accept that I am not allowed to connect personal storage media, MP3 players, digital cameras and mobile phones with photographic capability to Baskerville School's computer equipment or network.
- 3.5 I accept that I may only use Baskerville School's reproductive equipment (photocopiers, fax machines, scanners) for proper organisational purposes and that I will ensure that I will use facilities that are appropriate for the classification level of any information with which I am dealing.

4. Software

- 4.1 I will ensure that no attempts are made to disable or over-ride any of Baskerville School's installed software, including anti-malware software, firewalls and automatic updating services.
- 4.2 I accept that I may not download from the internet or install on any organisational computer or other device any software of any sort for which Baskerville School does not have a valid licence and that has not had the prior authorisation of the Information Security Manager. I recognise that this prohibition includes freeware, shareware, screensavers, toolbars and/or any other programs that might be available.

5. Data control and legislation

- 5.1 I will obtain the written authorisation of the Data Protection Officer for the storage of any personal data (mine or anyone else's) on Baskerville School's computer systems.
- 5.2 I will ensure that I abide by any legal requirements in respect of my computer use, including privacy and data protection regulations.
- 5.3 I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role
- 5.4 I will not engage in any online activity that may compromise my professional responsibilities

6. **Backup and information classification**

- 6.1 I understand that I am required to store all data on the recognized staff and user drives and that I may not store information on the local storage of my device.

I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols;

7. **Maintenance**

- 7.1 I accept that I am responsible for the physical security of the workstation/laptop/ipad I use and will report any faults to the Computing personnel.

8. **Audit and security monitoring**

I understand that all internet usage / and network usage is logged via monitoring software and this information could be made available to the Head Teacher/Head of Governors and any other legitimate authorities on request;

9. **Revocation and change of access rights**

I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

Document Owner and Approval

The Faculty Leader/Business Manager is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

This policy was approved by the Governing Body date: _____ and is issued on a version controlled basis under the signature of Jackie Smith, Head Teacher.

Signature:

Date:

Change History Record

Issue	Description of Change	Approval	Date of Issue
1.00	Initial issue		