E safety policy

Scope: Describes policy for the use of all computer systems and associated hardware and software in relation to Woodnewton Academy Trust and related school sites

Policy: All computer property and any related hardware or software is provided for work related purposes only and remains the sole property of Woodnewton Academy Trust at all times. Use of network resources and electronic communications e.g. email, internet access etc should be treated with the same care as any other business communication or activity. Internet access and email is provided primarily for work purposes. All data created and stored on the Trusts hardware (or any other approved hardware) remains the property of Woodnewton Trust.

Do not use, submit, publish, display, or transmit any information which:-

1. Identifies individual children without permission from their parent or guardian or provides personal information about a child which may put them in a position of vulnerability or at risk of harm

2. Violates or infringes on the rights of any other person.

3. Violates the legal rights of Woodnewton Academy Trust or other third parties.

4. Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.

5. Violates any other Trust policy.

6. Restricts or inhibits others from using the system or adversely affects the efficiency of the system.

7. Uses the system for any illegal purpose.

8. Uses the system to conduct any political activity.

9. Engages in any activity for personal gain.

Social Media:

1. No reference to the workplace should be made on any social media site even if considered positive.

2. No comments relating to other colleagues should be made, which could intentionally or unintentionally be considered to be negative or derogative in any way.

3. Disciplinary action under the organisations disciplinary procedure will be considered to any employee bringing the organisation into disrepute or seen to be damaging the organisations reputation.

DO

1. Keep all your data on the network, anything on your local machine will not get backed up.

2. Make sure that any USB keys or other removable media devices are virus checked before use and personal data is not stored on removable devices

3. Only use hardware and software provided/authorised by the IT Manager

4. Delete any emails you receive that contain explicit or offensive material. Measures are in place to try to prevent these getting to you but unfortunately some still get through.

5. Lock your PC by pressing Ctrl-Alt-Delete and then Enter (or Windows L) when you leave your PC. This prevents any unauthorised access to your work.

6. Inform the IT Manager immediately if you inadvertently access any file(s) of a confidential nature or become aware of anything on the network that causes concern.

7. Ensure that the PC screensaver is password protected and set to a maximum of 15 minute delay.

DON'T

1. Upload any information, photos or videos onto external web sites relating to the Woodnewton Academy Trust without written authorisation from the CEO.

2. Download or install any software on your PC unless you have agreed it with the IT Manager.

3. Make illegal copies of copyrighted material such as music or software CDs regardless of where they came from.

4. Tell your password(s) to anyone.

5. Purchase or use any hardware or software without authorisation of the IT Manager.

6. Open any suspicious emails, email attachments or internet links.

7. Use encryption or passwords on your files, unless authorised by the IT Manager and he/she have a copy of the password(s) and file locations.

8. Move equipment around without informing the IT Manager.

Guidelines

1. Remember that any emails you send externally to other companies are not secure and may be read by people other than the recipient.

2. Be careful when surfing the Internet, try to keep to reputable sites. Viruses and Spyware can be installed from websites without your knowledge.

3. Keep your mail file tidy by deleting all email that is no longer required.

Regulation and Enforcement for Woodnewton Academy Trust reserves the right to monitor, read and/or log all network and computer activity with or without notice, including but not limited to, e-mail and all web site communications, and therefore, users should have no reasonable expectation of privacy in the use of these resources. This will only be carried out where there is a risk to the safety and welfare of staff or children.

Woodnewton Trust reserves the right to read, modify, delete or otherwise block any communications that are found to contravene the safeguarding policy.

Violation of this policy may result in disciplinary action under the company disciplinary procedure.

Management reserves the right to amend the above policy.

Declaration: By signing this document, I confirm that I have read, understand, and accept the above policy. I am aware of the possible disciplinary actions if found in violation.

Employee Name _____

Employee Signature _____

Date _____