



JAMES ALLEN'S GIRLS' SCHOOL (JAGS)
(DfE Number 210/6002)

WHOLE SCHOOL ICT GUIDELINES FOR STAFF

Computers and associated hardware and software are provided to help staff and pupils work or study in a more effective way. Departmental laptops (or similar) may be used by staff at home by agreement with their Head of Department.

The following policy guidelines are provided to encourage responsible behaviour and good practice, and to ensure, so far as is reasonable, that staff know what is **not permissible** when working with or on school hardware or software:

1. The deliberate uploading, downloading, sending, viewing or publishing of material that is inappropriate in a school environment, offends common decency or members of staff or pupils or visitors to the school, violates the laws of the land or is against the rules and conditions of JAGS' Internet Service Provider. This includes but is not limited to: pornographic material, graphical or textural or offensive language or extreme political or religious views or material promoting terrorist activity or homophobic or racist or sexist material
2. The use of chat rooms or discussion forums or similar interactive services for non-school related matters. Whether the use is school-related shall be determined by the Headmistress of JAGS, the Headteacher of JAPS or the Bursar
3. The duplication and/or publication by any means, including e-mail, fax, disc-based copies or publication on a Web site, of any information held within the School that is private, confidential or sensitive
4. The publication of any material which could be considered as slanderous or libellous or likely to damage the reputation of the School. "Publication" includes saving to disc and/or printing
5. The setting up or administration or running of any business activity, club, society or other non-profit venture not directly related to the School's affairs, without the prior written approval of the Headmistress of JAGS, the Headteacher of JAPS or the Bursar
6. The illegal copying of software, including:
 - computer programs and data
 - music and video or photographic material. Staff should note that various arrangements are available for the purchase at discounted rates of software for home use - colleagues should refer to the IT staff for guidance in the first instance

7. The unauthorized dismantling or modification of hardware, or the removal of parts from a system
8. The deliberate misrepresentation of School matters or School policy in any form including by: e-mail, contributions to newsgroups, setting up or contributing to Web sites or contributions to guestbook services
9. The use of School equipment (other than departmental laptops as noted above) out of normal School hours for personal use without the prior approval of the Headmistress of JAGS, Headteacher of JAPS or Bursar
10. The sending or forwarding of any virus internally or externally, or the deliberate failure to report the known existence of a virus within the School, thus failing to prevent its spread. The sending or forwarding of any communication about a hoax with the intention of misleading other members of the School.
11. The giving of password or other security information that would allow unauthorized users to view sensitive or confidential information, or make unauthorized changes to information, for example, on any School database (including the School timetable) or the Schools' Web sites. Due care is to be taken to ensure that offices containing hardware linked to the internal network are not left unattended and unlocked, as this gives opportunity for unauthorized access to the system. Passwords should not be divulged, should be changed frequently, be of sufficient complexity, and should be changed immediately if there is any likelihood of the password having been compromised.
12. The excessive use of private e-mail services. While the School respects the privacy of staff, where there is reason for concern, the School reserves the right to monitor and intercept email communications. All internet use is logged for the purposes of maintaining standards of security and acceptable use.
13. The sending of an e-mail representing the School without the appropriate and official School legal disclaimer attached – any email communication must not bring the School into disrepute.
14. The use of School equipment to the detriment or exclusion of normal School Responsibilities.
15. The creation of or contribution (including the uploading of pictures) to any Web site which makes unsubstantiated, anonymous, defamatory or otherwise unacceptable comments about any member of the School community, or the School policy, or any aspect of the running of the School, or the failure to report the existence of any such known site to the Headmistress, Headteacher of JAPS or Bursar.
16. The failure to report to the Headmistress of JAGS, Headteacher of JAPS or Bursar any known transgression of any of the above rules by any other member of staff. This may be made in confidence.

Staff may give permission for pupils to borrow laptops (or similar) for use on school work at home at their discretion, in which case a full record should be kept and suitable arrangements made for its return.

For the avoidance of doubt it should be noted that staff are bound by current relevant legislation, details of which are maintained by the Bursar and which will be made available to staff upon request. Serious breaches of this policy may result in procedures being invoked under the school's Disciplinary Policy.

Date: December 2010

Review arrangements: overview by Management annually

full review by Governors June 2011 (or earlier if major legislative change)