



## **ICT Acceptable User Policy**

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**Newbury Academy Trust**

July 2018

## ICT Acceptable User Policy

### 1. Introduction

- 1.1. "Academy", "Academy Trust" all refer to Newbury Academy Trust, Love Lane, Newbury, Berkshire, RG14 2DU. School refers to one of the three schools within the Newbury Academy Trust, Trinity School, Love Lane, Newbury, Berkshire, RG14 2DU; Fir Tree School, Fir Tree Lane, Newbury, Berkshire, RG14 2RA; Speenhamland School, Pelican Lane, Newbury, Berkshire, RG14 1NU.
- 1.2. The term Governor refers to both Full Governing Body Trustees and Local Governing Body Governors.
- 1.3. Newbury Academy Trust's computing facilities are provided to enable students to further their education and staff to enhance their professional activities including teaching, research, administration and management. Any breaches of this policy will be treated as a disciplinary matter and dealt with appropriately. Sanctions imposed could result in the right to use the facilities to being withdrawn either temporarily or, in extreme circumstances, permanently. The use of the computer system without permission or purpose not agreed by the Trust could constitute a criminal offence under the Computer Misuse Act 1990.
- 1.4. The Trust may use its right, including by electronic means, to monitor use of the Trust's computer systems, including the monitoring of websites visited, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the Trust's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful. Where misuse of the system is suspected, the IT Support Team will immediately remove the user's access rights pending further investigation.

### 2. Purpose

- 2.1. Effective use of the internet and email is crucial to learning and to the effective running of the Trust. To this end it is important that all staff understand the principles of effective, legal and safe use of ICT within an academy environment.

### 3. Policy

#### 3.1. The Internet

- 3.1.1. Internet access and email are available to all permanent staff, students, Governors and Directors at Newbury Academy Trust. Staff and students can connect to appropriate websites from around the world using any of our networked PCs or laptops. These websites should provide advice, guidance and information resources for the benefit of Newbury Academy Trust.

3.1.2. When staff access the internet from work they are representing the Trust and using Trust resources. Staff are responsible for ensuring that the internet is used in an effective, ethical and lawful manner and that the reputation of the Newbury Academy Trust is protected at all times.

### **3.2. Downloads**

3.2.1. File downloads from the internet are only permitted for work-related documents e.g. Government reports, strategy documents, academy and college prospectuses. All other downloads are unacceptable unless specifically authorised in writing by IT Support. IT Support is permitted to use the internet to download software updates and patches as required to keep the IT infrastructure maintained. Staff and students must not upload, download or distribute any materials that are or may be interpreted to be defamatory, abusive or offensive to any other individual or organisation. A claim for defamation, discrimination or harassment may be brought against staff and students and/or Newbury Academy Trust if they do not comply with this provision.

### **3.3. Email**

3.3.1. All permanent and temporary staff, Governors and Directors are provided with their own Openhive email account through Capita. Staff should not use "web based" email services, such as Hotmail, Yahoo Mail etc. using Newbury Academy Trust equipment, unless specifically authorised to do so.

3.3.2. Staff should be aware that deletion of a message or file will not fully eliminate it from the computer system. Email should not be used as a "chat line."

3.3.3. Staff should regularly delete old email messages to avoid filling up storage space. When staff use the email system they are representing the Trust. They are responsible for ensuring that email is used in an effective, ethical and lawful manner and that the reputation of Newbury Academy Trust is protected at all times.

### **3.4. IT Users' responsibilities**

3.4.1. Abide by all items in the Computer and Laptop Code of Practice.

3.4.2. Be responsible for the content of all text, audio or images that are sent using email. All emails should have the employee's name attached.

3.4.3. Know and abide by all applicable Newbury Academy Trust policies dealing with security and confidentiality of Trust records.

3.4.4. Inform IT Support if they are aware of any breach in these guidelines.

### **3.5. Monitoring**

3.5.1. All messages created, sent or retrieved over the internet are the property of Newbury Academy Trust; use of the internet can be monitored and these records are also property of the Trust. Whilst IT Support does not routinely access or monitor an individual's use of IT systems, there may be instances (i.e. legal, regulatory, security of business reasons) that require mail items/files to be

retrieved by IT Support or Capita, our Internet Service Provider (ISP), their authorised agents, or legal/regulatory agencies.

3.5.2. Newbury Academy Trust and Capita reserve the right to retrieve and access any email, whether or not it has been marked confidential, at any time, without the permission of the employee or students and without further notice.

3.5.3. In the instance of email being retrieved to investigate a specific set of circumstances it would be determined why the email inspection was necessary and then two senior members of the Senior Leadership Team would view the content in the first instance.

3.5.4. Any inappropriate use will be reported upon in the appropriate disciplinary procedures, with the involvement of the governors as per the appropriate procedures.

<b>Authorised by</b>	The Board of Trustees
<b>Date</b>	11 <sup>th</sup> July 2018
<b>Effective Date of the Policy</b>	11 <sup>th</sup> July 2018
<b>Effective Date for Review</b>	July 2020