BRECON HIGH SCHOOL
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ICT Policy

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BRECON HIGH SCHOOL

Information, Communication Technology
ICT

Technical Policy manual

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1.0 Introduction

As well as being an important curriculum requirement, the ability to use ICT effectively is a vital life skill. The term ICT includes the use of any equipment which allows users to communicate or manipulate information, in the broadest sense of the word, electronically.

The aims of BHS (Brecon High School) are to :

- Ensure all staff understand and agree on the approach to ICT

- Assist planning and promote development of ICT across the school

- Produce learners who are confident and effective users of ICT

This will be achieved by :

- Using ICT with purpose and enjoyment

- Developing the necessary skills to exploit ICT use

- Enable pupils to become autonomous users of ICT

- Evaluate the benefits of ICT and its impact on society

- Meeting the national curriculum requirements

- Using ICT to develop partnerships beyond the school

- Celebrating success in the use of ICT

It is considered important that all staff are seen to use ICT confidently in their daily work.

Powys County Council also has Policy material relating to Internet and E-mail use (Appendix I). This latter document is primarily aimed at staff but the principles and rules are applicable to **ALL** users, including pupils. The school computer network links to the outside world via Powys CC hence they too have a legal, vested interest in how our system is used.

Reference should be made to all other such available material in conjunction with this document.

This policy document has been approved by the BHS Senior Management Team and School Governors

2.0 General Rules for All Users

2.1   All users should read and comply with all aspects of the Powys County Council policy detailed in Appendix I

2.2   Use of the BHS computer systems, including screens, files, email, etc, will be monitored at all times either by BHS ICT staff, Powys CC or both. Action will be taken against any individual abusing the system or infringing current policy.

2.3   Pupils must only use the BHS systems for actual school work or school related activity – no other use is permitted. A log-on screen on each computer warns of this and by clicking 'OK' the user is accepting compliance with the BHS policy. Parents and pupils also indicate acceptance of this policy by signing pupil planners each September.

2.4   Every user of the BHS systems is allocated a unique username and password combination. Passwords should **NEVER** be divulged to any other person except BHS ICT staff dealing with problem resolution. Staff (All users) are required to change their password every 60 days, failure to do so will result in the account being disabled.

2.5   In the event of a password becoming known to an unauthorised person then the owner of the account should arrange with BHS ICT staff to change the password immediately.

2.6   Pupils, particularly, should **NEVER** enter any personal data on any web (Internet) screens or forms without specific guidance from a member of staff.

2.7   No defamatory, obscene, racist, hateful or other objectionable material may be created or conveyed on the BHS systems under any circumstances.

2.8   BHS computer systems, through the Impero Administration Program have had access to the floppy drive, USB drive and the CD-Rom drives reinstated, both staff and pupils are permitted to use the drives for school work only, and are not permitted to transfer music files, videos or programs to the network shared areas. Scan software is in operation and users ignoring these rules will be removed from the network and said files will be deleted.

2.9   Deliberate damage inflicted upon any BHS computer system, network or cables will be viewed as a serious offence and punished accordingly.

2.10   No person should attempt to download or install any program or unauthorised material – including games, executable code images, photographs etc.

2.11   No attempt should be made to alter the configuration or security of any BHS system.

2.12   No attempt should be made to probe security of any BHS system or to enter any system area or run any program to which the user is not normally entitled.

2.13 Printing to any networked printers is monitored in the form of Papercut software. Pupils are allocated £2 when joining the school, further printing credits can be purchased form the Business Manager's Office or may be allocated as funds allow.

2.14 The BHS systems are available for educational purposes only. Private, staff use may be exercised in accordance with the Powys CC policy (Appendix I) subject to the understanding that such use will be monitored and personal data may be examined and screened for policy compliance purposes. No user should have any expectation of privacy as to his/her system usage.

2.15 Unconfirmed virus warnings, junk email, spam or other unofficial material must not be replicated or electronically conveyed within the BHS systems, and must be reported to the ICT Office immediately.

2.16 Unexpected, dubious or unsolicited email must not be opened but, if done so by mistake and it appears suspicious, the computer must cease being used immediately and ICT staff contacted.

2.17 Staff and pupils are reminded of the Provisions of the General Data Protection Regulation (GDPR) in that any document or email, filed or electronic, containing details capable of identifying an individual comes within the provisions of the legislation.

2.18 The only software permissible on BHS systems is that which is covered by a BHS licence agreement. Privately owned material, even if licensed, is not acceptable.

2.19 Wireless access points are available with BHS. Pupils and staff will be required to supply the ICT Office with the wireless devices MAC Address before the device can gain access to the wireless network, and should be used with the following guidelines.

- Portable devices are being used whilst moving around the establishment
- Portable devices are being used in an area where it is unsuitable or uneconomical to provide cabling (ie outdoors, large open rooms such as school halls)
- For providing "portable ICT suites" in schools thereby allowing a set of laptops and wireless base station to be moved between classrooms to provide an instant ICT suite
- Where there is no requirement for high bandwidth applications

2.20 All users of BHS systems must respect and comply with copyright provisions and law when accessing or downloading any images, text or music from Internet sites or transferring by other electronic means.

2.21 Images of pupils used on any BHS system, electronic document, web page or email must be anonymous and used in such a manner as to be unidentifiable unless the

express, prior, permission of the parent(s)/guardian(s) has been obtained. Excepting that such use is for BHS management purposes and covered by the ~~Data Protection registration.~~ General Data Protection Regulations.

2.23   Good housekeeping practices should be followed by all users such that old, unused files should be deleted regularly from user accounts and shared or subject areas as appropriate. Storage of disused material places a considerable overhead on systems use and must be suitably managed.

2.24   The school takes all reasonable precautions in providing regular back-up for files.

2.25   Pupils must ensure that they log-out at the end of any computing session and staff must log-out at the end of each working day. Computers left unattended, for any reason, during an active session should be locked by the user until return.

2.26   All IT rooms are now covered by CCTV. The Scheme will be administered and managed by the BHS ICT Department in accordance with the General Data Protection Regulation (GDPR) and the CCTV Code of Practice

2.27   All staff users must ensure that they lock their computer when leaving the room to ensure that no unauthorised person can access school data.

2.28   Any data that is removed from the school site (with permission from SLT) must be stored on a secure memory stick, memory sticks can be encrypted by the ICT Manager at the request of staff.

3.0 Specific Rules for Staff Laptop Users

3.1 Officially issued laptop computers, remain at all times, the property of Brecon High School and users must take all reasonable precautions to safeguard the machine, software and data held thereon, no laptop will be issued without an acceptance for (Appendix III) being signed.

3.2 Laptop computers may be recalled for inspection by the BHS ICT Team. This will be done routinely with notice and randomly *at any time, without notice.*

3.3 Laptop computers will be subject to remote monitoring of use by BHS ICT staff whilst connected to the school network

3.4 No configuration changes may be made, and no software or utilities loaded onto the machine other than by BHS ICT staff.

3.5 Laptop computers are provided for the sole use of a named member of staff. Other members of staff may occasionally use the machine but only accessing it by means of their own, individual usernames/passwords.

3.6 Individual's usernames and passwords must not be divulged to others or shared in any way.

3.7 In the event of a user being called away from the laptop whilst logged in, the system must be locked to prevent unauthorised access whilst unattended, if the room housing the laptop is left empty, the door must be locked for security.

3.8 Floppy disks, CD's, DVD's or USB pens must only be used on a BHS laptop if the user has confidence that the material has not been compromised (viruses etc) on another computer.

3.9 Care must be taken to ensure that the laptop screen and any displayed data is not visible to any unauthorised individual.

3.10 Laptop users are bound by the Powys County Council rules on use of the Internet and E-mail, detailed within Appendix I of this document.

3.11 Personal data (relating to an identifiable individual) must only be held on a laptop computer for the minimum time necessary for the user to fulfil a role/task. Thereafter it should be deleted or transferred to the school, server 'H' drive.

3.12 Personal data should ideally be encrypted, where possible, and never held on any computer without due, justifiable cause.

3.13 Laptop computer users have a personal responsibility for their own wellbeing and safety, and should always ensure that their use of the device is in accordance with good working practice and Health and Safety guidelines, for further information please refer to Appendix IV.

APPENDIX I

Powys County Council

Policy on Employee use of Internet and Email

Staff Internet and Intranet Access and Acceptable Use Policy.

General

1. This policy statement relates to the use made of County Council equipment and Internet software including, but not limited to, Internet browsers, Email, Internet publishing on web servers and Internet file transfer facilities. This policy also applies to the use of the Council's Intranet network.

2. The Internet and Email are the authority's gateway to the electronic world. Access is provided to enable the authority's staff to use external electronic sources of information, to receive electronic communications and to publish or distribute information to others where relevant to their job function.

3. In general, the principles which apply to paper-based communications and information publishing within the authority, apply to their electronic counterparts.

4. ***Powys County Council reserves the right to monitor and/or store every employee's incoming and outgoing emails as well as their use of the Internet. Any inappropriate use will be dealt with under the Council's Disciplinary Procedure***.

5. It is the responsibility of line management to ensure that use made by staff is appropriate and relevant to the job function.

6. Any corporate Email Communication which is being sent out from the authority must contain the full name and job title of the sender, bilingually, to comply with the Powys County Council, Welsh Language Act.

Specific Limitations

7. Care must be taken when using Email, electronic publishing or other electronic communications systems used to transfer or reveal information. Such communication should be regarded as public. Confidential information should not normally be transmitted by electronic means without specific authorisation which would include appropriate measures to assure confidentiality.

8. Virus warnings of any kind must not be forwarded to anyone other than the IT Helpdesk. It is the responsibility of the IT Helpdesk to send round all warnings, and a virus warning which comes from any other source should be ignored.

9. Internet software must not be used for activities which could jeopardise the normal or legal operation of computer systems, including:

- Uploading (sending to another computer), downloading (receiving from another computer), copying or passing on commercial software in violation of its copyright
- Downloading and using any software or electronic files without reasonable virus protection measures in place
- Revealing computer and network access codes or passwords and similar or related information
- Intentionally interfering with the normal operation of any of the authority's network equipment or host systems
- Electronic impersonation of any other employee or member of Powys County Council
- Entering into any contract which could be legally binding to Powys County Council
- Intentionally transmitting computer viruses and similar software, material which is obscene, sexually explicit, pornographic, racist, defamatory, hateful, incites or depicts violence, or describes techniques for criminal or terrorist activity
- accessing e-mail not intended for yourself, without permission of account holder, or any action which would affect the ability of others to access e-mail resources to which they are entitled Unacceptable Use

10. Staff must be aware that use of the Internet and Email is logged and may be monitored for unacceptable activities such as, but not limited to, the following:

- Visiting web sites or sending or receiving emails that contain obscene, sexually explicit, pornographic, racist, defamatory, hateful or other objectionable materials;
- Gambling;
- Conducting illegal activities;
- Any activity for personal gain or profit;
- Defamation;

11. The above activities are considered to be a breach of the Council's disciplinary rules and may be considered as gross misconduct which could lead to dismissal.

12. Staff from the IT Department have full rights of access at all times to Council computer equipment, together with software and data held on such equipment.

13. If unacceptable activities are discovered by ICT Staff and/or any Line Manager they will require the officer concerned to immediately produce and surrender the computer equipment, software and data under their control.

Personal Use

14. The Authority is prepared to allow staff to make appropriate personal use of the Internet and Email facilities outside working hours. Examples of appropriate use include:

- Performing non-profit or community service
- Participating in professional or civic associations
- Conducting educational or research projects

- Retrieving news stories and other information of general interest
- Pursuing reasonable hobbies or recreational interests

The limitations and guidance on unacceptable use identified above apply equally to personal use of the Internet and Email from the Authority's facilities.

15. This policy on personal use is subject to review or withdrawal by the Authority at any time. Personal use during working hours is not permitted. Personal use to publish general information (web site pages), or which in any way identifies personal use with the County Council is not permitted.

16. A bulletin board for personal use is available on the Council's Intranet and shall only be used outside working hours. No other part of the Council's internal Email, Intranet or Internet facilities should be used for advertising.

17. Staff should not use Email to target mailshots to internal and external email addresses in any way that may expose the authority to allegations of "spamming" i.e. emailing to random or unknown email addresses.

18. The system shall not be used in a manner which would conflict with the Councils Prevention of Harassment Policy.

19. All staff are reminded to ensure that they comply with the GDPR and the principles of misusing data kept about living identifiable persons. If unsure about any Data Protection issue staff should contact the Assistant County Secretary (Admin.) at County Hall (6373)

20. Staff are reminded that before using a networked computer system the user should log in with the username and password allocated or attributed to them personally. They should ensure that the password is not known to any other person and that they should change the password periodically. The impersonation of another person by using their username and password is expressly forbidden.

Failure to Comply

21. Use of the Internet and Email facilities are logged, and will be monitored. Any contravention, failure to comply, or inappropriate usage contrary to this policy may constitute misconduct such as to warrant disciplinary action in accordance with the Council's Disciplinary Procedures.

V.4 updated 11.11.2011

APPENDIX II

Laptop Receipt
and
Acceptance of Usage Conditions

Laptop Make   :

Laptop Model   :

Laptop Serial Number   :

Laptop Network Name   :

I undertake to take all reasonable care of the machine allocated to myself

I undertake to comply with the Brecon High School ICT policy

I undertake to comply with the Brecon High School Data Protection Policy

I undertake to comply with the Powys County Council policy on Internet and Email use

I undertake to comply with all other relevant Brecon High School policies

I will endeavour not to use this laptop in any manner likely to place myself or others at risk from injury resulting from such use

Name (Print)   :

Signed   :

Date   :

Issue Authorised by :   Date :

Returned to, and checked by :   Date :

Reason for return   :

GUIDANCE NOTES CONCERNING SAFE USE

OF LAPTOPS AND NOTEBOOKS

APPENDIX IV

Correct posture

- Sit up straight in front of your keyboard and screen.
- Do not sit with your feet or legs crossed. Your feet should be flat on the ground or you should use a footrest. There should be enough space under the desk/table to move your legs freely.
- Lower arms and thighs should be parallel to the ground, if not you should make adjustments to your chair.

Using the keyboard

- Your wrists and fingers should line up directly with your lower arms and not be bent as you type.
- Do not hammer at the keyboard when typing and do not overstretch your fingers.

Using an external mouse

- Keep your mouse within easy reach. Wrists should not be leaning on anything nor leaning to the side.
- Flex your hands and fingers to prevent cramps and aches.
- Take frequent short pauses and take your hand off the mouse and let your mouse arm hang straight down from your shoulder.
- Use alternative keyboard actions so that you are not continually using the mouse.
- Try changing your mouse from right to left-handed use (or vice versa) from time to time.

Avoiding eye and neck strain

- Avoid long spells of work which can lead to tired eyes and discomfort.
- Adjust your screen angle to avoid reflections and use the blinds/curtains at the windows.
- If you notice an eyesight problem after viewing the screen, have your eyes checked. You may need a pair of glasses for working on your computer.
- Adjust the screen angle to prevent straining your neck. If you continually strain your neck you will develop discomfort in your shoulders and back.
- Use a document holder.
- Take a break

- We recommend that no work session should be longer then 90 minutes without a break or change of activity of at least 15 minutes.
- If you have any aches and pains, these should be investigated, and the length of the work session should be reduced to 30 minutes followed by a 5 minute break.

General Notes

- Do not use for long periods
- Do not work with your laptop/portable computer on your knees
- Make sure that you have the keyboard on a firm surface
- Make sure that the computer is at the right height for keying in and viewing the screen.
- Take into account manual handling, and ensure you only carry with you what is necessary.