



Cabot
Learning
Federation

CLF IT
Acceptable
Use of
Equipment

Date: November 2017

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History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
November 2017	Whole Document		Initial version of document

1 Introduction

- 1.1 This document outlines the framework of acceptable use of digital electronic equipment including, but not limited to PCs, laptops and mobile phones.
- 1.2 All Employees, Directors, Councillors and Volunteers should be familiar with the contents and should act in conformity with this document in carrying out responsibilities.

2 Use of Equipment

- 2.1 You should take due care of equipment at all times so that it is kept in good working condition.
- 2.2 Any damage, theft or loss of the equipment must be reported immediately to CLF ICT Services.

3 Policies below reference the CLF Employment Manual. This is correct as of August 2017.

3.1 Email and internet policy

- 3.1.1 You should treat any property belonging to the Federation with respect and reasonable care and report any faults or breakages immediately to the IT Department. You should not use the Federation's computers unless you are competent to do so and should ask for training if you need it.
- 3.1.2 Viruses: You should be aware of the potential damage that can be caused by computer viruses. You must not introduce or operate any programmes or data (including computer games) or open suspicious emails which have not first been checked by the Federation for viruses.
- 3.1.3 Passwords: Passwords protect the Federation's network and computer system. They should not be obvious, for example a family name or birthdays. You should not let anyone else know your password. If you believe that someone knows your password you must change it immediately. You should not attempt to gain unauthorised access to anyone else's computer or to confidential information which you are not authorised to access.
- 3.1.4 Leaving workstations: If you leave your workstation for any period of time you should take appropriate action and, in particular, you should log off and / or lock your workstation with an appropriate password.

3.2 Internet

- 3.2.1 Downloading: Downloading of any programme or file which is not specifically related to your job is strictly prohibited.
- 3.2.2 Personal use: The Federation permits the incidental use of the internet so long as it is kept to a minimum and takes place substantially out of normal working hours. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right. If the Federation discovers that excessive periods of time have been spent on the internet

provided by the Federation either in or outside working hours, disciplinary action may be taken and internet access may be suspended and/or withdrawn without notice at the discretion of the Academy Principal / CEO following the appropriate procedure.

- 3.2.3 Unsuitable material: Viewing, retrieving or downloading of pornographic material, or any other material which the Federation believes is unsuitable, at any time, is strictly prohibited and constitutes gross misconduct. Internet access may be withdrawn without notice at the discretion of the Principal / CEO whilst allegations of unsuitable use are investigated by the Federation.
- 3.2.4 Contracts: You are not permitted to enter into any contract or subscription on the internet on behalf the Federation, without specific permission from the CLF.

3.3 Email

- 3.3.1 Personal use: The Federation permits the incidental use of its email systems to send personal emails as long as such use is kept to a minimum and takes place substantially out of normal working hours. Personal emails should be labelled 'personal' in the subject header. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right. If the Federation discovers that you have breached these requirements, disciplinary action may be taken.
- 3.3.2 Status: Email should be treated in the same way as any other form of written communication. Anything that is written in an email is treated in the same way as any form of writing. You should not include anything in an email which is not appropriate to be published generally.
- 3.3.3 Inappropriate use: Any email message which is abusive, discriminatory on grounds of sex, marital or civil partnership status, age, race, disability, sexual orientation or religious belief (or otherwise contrary to our Equal Opportunities Policy), or defamatory is not permitted. Use of the email system in this way constitutes gross misconduct. The Federation will take no responsibility for any offence caused by you as a result of downloading, viewing or forwarding inappropriate emails.
- 3.3.4 Legal proceedings: You should be aware that emails are disclosable as evidence in court proceedings and even if they are deleted, a copy may exist on a back-up system or other storage area.
- 3.3.5 Jokes: Trivial messages and jokes should not be sent or forwarded to the email system. Not only could these cause distress to recipients (if inappropriate) but could also cause the Federation's IT system to suffer delays and / or damage.
- 3.3.6 Contracts: Contractual commitments via an email correspondence are not allowed without prior authorisation of the Academy Principal / CEO.
- 3.3.7 Disclaimer: All correspondence by email should contain the Federation's disclaimer.
- 3.3.8 Monitoring: The Federation regularly monitors the use of the internet and email systems to check that the use is in accordance with this policy. If it is discovered that any of the systems are being abused and / or that the terms of this policy are being infringed, disciplinary action may be taken which could result in your dismissal.

3.4 Social media policy

- 3.4.1 Introduction: The Federation recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Bebo, LinkedIn, Twitter, and all other internet postings including blogs and wikis. It is also a valuable educational tool.
- 3.4.2 Purpose: This policy applies to the use of social media for Federation and your own personal purposes, whether during normal working hours or in your personal time. Its purpose is to help staff avoid the potential pitfalls of sharing information on such social media sites and should be read in conjunction with the Acceptable Use Policy for pupils.
- 3.4.3 IT facilities: The policy applies regardless of whether the social media is accessed using the Federation's IT facilities and equipment or your personal equipment.
- 3.4.4 Personal use: The Federation permits the incidental use of the internet and social media so long as it is kept to a minimum and takes place substantially out of normal working hours. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right. If the Federation discovers that excessive periods of time have been spent on the internet provided by the Federation either in or outside working hours, disciplinary action may be taken and internet access may be withdrawn without notice at the discretion of the Academy Principal / CEO.
- 3.4.5 Guiding principles: Staff are required to behave responsibly at all times and adhere to the following principles:
- You are prohibited from accessing social media from Federation computers at any time or from a personal laptop or mobile phone device during School hours.
 - You must not be "Friends" with pupils.
 - You should seriously consider the appropriateness of adding parents or guardians as 'friends' as this may result in a conflict in interest. You are not permitted, unless you have the permission of your Principal or member of the Executive team, to communicate Academy or Federation related matters to parents or guardians via social media.
 - You must be mindful of how you present yourself and the Federation and its Academies on such media. Staff are entitled to a social life like anyone else. However, the extra-curricular life of an employee at the Federation has professional consequences and this must be considered at all times when sharing personal information.
 - You should always represent your own views and must not allude to other people's personal views in your internet posts.
 - When writing an internet post, you should consider whether the contents would be more appropriate in a private message. While you may have strict privacy controls in place, information could still be shared by others. It is always sensible to consider that any information posted may not remain private.
 - You should protect your privacy and that of others by omitting personal information from internet posts such as names, email addresses, home or work addresses, phone numbers or other personal information.
 - You should familiarise yourself with the privacy settings of any social media you use and ensure that public access is restricted. If you are not clear about how to restrict access, you should regard all your information as publicly available and behave accordingly.
 - You must not post anything that may offend, insult or humiliate others, particularly on the basis of their sex, age, race, colour, national origin, religion, or belief, sexual orientation, disability, marital status, pregnancy or maternity.

- You must not post anything that could be interpreted as threatening, intimidating or abusive. Offensive posts or messages may be construed as cyber-bullying.
- You must not post disparaging or derogatory remarks about the Federation or its Academies, directors, councillors, governors, staff, volunteers, pupils or parents.
- You must not use social media in a way which could constitute a breach of any policies contained in this Employment Manual.

3.4.6 Removing postings: You may be required to remove internet postings which are deemed to constitute a breach of this policy. If you fail to remove postings, this could result in disciplinary action.

3.4.7 Breach: A breach of this policy may be treated as misconduct and could result in disciplinary action including in serious cases, dismissal.

3.4.8 Monitoring: The Federation regularly monitors the use of the internet, social media and email systems to check that the use is in accordance with this policy. If it is discovered that any of the systems are being abused and / or that the terms of this policy are being infringed, disciplinary action may be taken which could result in your dismissal.

Please sign below to confirm you have read and understood this document and abide by this document.

Signature:	
Name:	
Role:	
Date:	