IT Security and Acceptable Use Policy

Fairfield Primary School

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This document will be reviewed annually and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here: https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts

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1. Introduction

- The school's IT (Information Technology) infrastructure and digital resources are essential to the effective delivery of education and other activities, but they also present risks to data protection, online safety and safeguarding and cyber security. We are committed to using IT facilities in a way that meets legal requirements and upholds confidentiality and peoples' privacy rights.
- This policy supports business continuity, data protection and cyber security, and explains how we use technology in line with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018), the Departments for Educational Digital and Technology standards in schools and colleges and other relevant legislation.
- This policy will be read in conjunction with the school HR advice and guidance. This policy does not stand alone, it is essential to follow the requirements set out in the Derbyshire LA Acceptable Use of IT Advice and Guidance, which provides more details as well as guidance to Governing Boards. Derbyshire LA is Fairfield Primary's chosen GDPR provider and not our local authority.

  This policy has been the subject of formal negotiation and consultation between Derbyshire County Council and the recognised Trade Unions and Professional Associations. Agreement and adoption were only reached by Schools Joint consultative Committee where it is used in conjunction with the DCC LA Acceptable Use of IT Advice and Guidance.

2. Scope and Responsibilities

This policy applies to:

- The use of school -provided (or provided for the school use) IT hardware, software, devices, digital content, networks and communications.
- Non- school owned devices which are used for accessing school Internet or information systems or used in a way which impacts on the school or school community.
- All those who access school systems including pupils, staff, visitors, governors These are all referred to as "Users" throughout this policy.

All Users are responsible for reading, understanding and complying with this procedure if they have access to IT. Whilst this policy applies to all Users, the school understands that pupils will need additional support to understand how to use IT systems safely and securely.

3. IT Acceptable Use Standards

All Users will:

1. Protect school IT resources by careful and considerate use of equipment and networks, reporting faults and minimising the risk of introducing computer viruses or similar to the system.
2. Protect individuals from harmful or inappropriate material accessible via the Internet or electronic media.
3. Only use Artificial Intelligence applications in line with the school Artificial Intelligence Policy, Guidance Document and the Privacy Notices.

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No personal, special category or safeguarding information shall be entered into any AI platform unless specifically approved by the school and covered by a completed DPIA.

4. Protect the confidentiality of individuals and of school matters and safeguard Users by complying with relevant legislation, including:
    - Data Protection Act 2018 and General Data Protection Regulation
    - Privacy and Electronic Communications Regulations
    - Copyright, Designs and Patent Act 1988
    - Computer Misuse Act 1990
    - Counter-Terrorism and Security Act 2015 (encompassing the "Prevent Duty")
    - The Regulation of Investigatory Powers Act (RIPA) 2000
    - The Waste Electrical and Electronic Equipment Regulations 2013, the Environmental Protection Act 1990, The Environment Act 2021, The Waste Management (England and Wales) Regulations 2006.
    - The Department for Education Digital and Technology Standards for Schools and Colleges
    - Keeping Children Safe in Education 2025 (KCSiE)

Users will understand and adhere to their signed Acceptable Use Agreement.

4. Roles and Responsibilities

Everyone who works for Fairfield Primary has a responsibility to ensure that data is collected, accessed, stored and handled appropriately and lawfully. Every user will ensure that they adhere to this policy in order to meet the legal obligations of the school and their individual obligations.

The school's Board of governors whilst ultimately responsible for ensuring the school meets its legal obligations, is assisted directly by the senior leadership team.

Breaches of this policy will be reported to Team Leader in the first instance. If a staff member accidentally breaches this policy they will contact their line manager immediately, or in their absence, a more senior manager will address the situation.

5. Principles of Use

For the purpose of this policy, the use of the internet will include associated internet-enabled technologies such as, cloud based systems (such as MS 365, MIS, Safeguarding, Remote learning platforms), emails, video calls, video messaging, instant messaging, webinar applications or conferencing applications.

- Internet and email use is integral to the effective delivery of services provided by the school. Nothing in this policy should be read as restricting the proper use of email, Internet or associated technologies for school purposes.
- Limited personal use of the school's Internet is permitted subject to these principles and guidance notes.
- Personal use of the Internet is only permitted in user's own time (e.g. before or after work and during lunchtime) and limited to browser-based activities.

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- Any personal use will not, in any way, distract staff from the effective performance of their duties. Improper or inappropriate personal use of the school's email, Internet and associated systems may result in disciplinary action.

- Users are not allowed use of the school's email system for personal communication.
- The school reserves the right to maintain and review usage logs of the school IT services including the internet and associated internet-enabled technologies including emails, video calls, video messaging, instant messaging, webinar applications or conferencing applications and email use. Auditing and monitoring of the use of school IT services may form part of disciplinary procedures.
- The school has in place a process to block categories of internet sites and individual sites if it is deemed appropriate. Users will not attempt to bypass security measures or processes.
- Any personal information sent via email, the Internet and associated internet-enabled services is covered by Data Protection legislation. All staff are required to handle personal information in accordance with the Data Protection Act 2018 and the UK GDPR.
- Emails, including conversations recorded using facilities such as video calls, instant messaging or conferencing applications, are covered by the Freedom of Information (FOI) Act and may be disclosed as part of an FOI request for information, or as part of any legal proceedings. Staff will always exercise the same caution on email content, video calls, instant messaging or conferencing applications as in more formal correspondence.
- Whilst school security provides additional protection and real-time scanning, our security measures cannot guarantee that external communications do not contain malicious content or links. All staff with access to the IT network will take basic cyber security training annually in line with DfE Cyber Security Standards.
- Consent from all parties will be obtained before recording conversations when using facilities such as video calls, instant messaging or conferencing applications.
- The school reserves the right to withdraw Internet access or email use or any access to the school's computer or communications network, if the User is found to be in breach of this policy.
- Desktop and document sharing capabilities via facilities such as video calls or conferencing applications, will only be used with colleagues of the school for collaboration purposes.

6. Email

6.1 Personal Use

Personal use of school email is not permitted. However, communication with a Trade Union is not considered personal use.

It is inappropriate to use school email addresses for personal use as it may give the impression that any business is on behalf of the school.

If a genuine emergency arises users will inform their line manager at the earliest opportunity that they have responded to the email and managers will make a note of it. Users will inform the sender that personal use of the school's email system is not permitted and provide an alternative email address or an alternate method of communication.

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6.2 Email Usage

Users are not permitted to send and receive school related information from personal email accounts. Users will only use school provided email systems. However, staff are permitted to forward emails to their Trade Union representative via their personal email account, for the purposes of seeking advice.

If Users receive an email that is inappropriate or abusive, they will report it to their line manager immediately, who will take the appropriate action. If the sender is known to the user, they will inform the sender to cease sending the material.

Users will not use anonymous mailing services to conceal their identity or falsify (spoof) emails to make them appear as if they have been sent from someone else.

All employees are required to maintain the good reputation of the school when using Internet and email. Users will not use the email system in any way that is unprofessional inappropriate or harmful.

Use of email and the Internet which brings the school into disrepute may result in disciplinary action.

6.3 Email Disclaimer

A disclaimer is automatically attached to all emails sent from the school system informing the recipient that the email is intended solely for them, is confidential, may be legally privileged and may contain personal views that are not those of the school.

6.4 Access to email

When an employee is absent, the employee's line manager can authorise access to a school email account to obtain messages that are work-related. The manager will inform the employee of this access on the employee's return.

The content of all emails may be viewed by the school in certain circumstances; for example, in connection with disciplinary investigations or audit reviews.

6.5 Email Security

Users will be vigilant of phishing emails or other scams when using the school's email system by being mindful of cyber security considerations, particularly when opening and responding to emails. Annual cyber security training will inform of the latest trends in email security. Users will follow the schools/trust reporting procedures should they receive a suspect email.

Emails containing sensitive personal data, or otherwise sensitive information, will be sent securely. Any personal data sent externally by email will be sent with encryption enabled or via a password protected file with the password sent via alternative means e.g. telephone.

All senders will ensure the appropriate secure email method is chosen according to the circumstances of the destination of the email.

Senders of any controlled/restricted email will be extremely vigilant about verifying the recipient's email address to ensure sensitive data is not sent to the wrong individual/s, leading to a data breach.

Personal data sent to the incorrect recipient will be reported in line with school's Data Breach Procedure.

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6.6 Email Retention

Emails will automatically be deleted after six months. Any emails which need to be kept beyond this period will be saved to appropriate file storage. For further information, please refer to the school's retention schedule.

All electronic communications, whilst they are held by the school are potentially disclosable under data protection legislation and anything within an email could be released in response to a Subject Access Request.

6.7 Out of Office

Email accounts will return an Out of Office message during school holidays. This will indicate whether or not emails will be monitored and when the school reopens. Similarly, during periods of extended staff absence an Out of Office message will refer senders to an alternative or general school email address.

7. Instant Messaging (IM) including Microsoft Teams

Instant Messaging is a form of real time communication between two or more people based on typed text. The text is conveyed via devices connected over the Internet or an internal network/intranet. Messages are retained in conversation history in the email folder list or are saved as emails in the inbox if the recipient does not respond immediately. Users will only use school-provided internet messaging (IM) services. IM will not be used as a substitute for email. IM will be used only for questions or announcements that are short and need to be communicated immediately.

Private use of instant messaging for any purpose is not permitted.

More information on the use of other social media can be found in the school's Social Media Policy.

8. Recording calls / meetings / staff training

Recording calls, meetings etc will generate personal data including pupil images, names, contributions, and contact details and will be protected, processed and retained in the same way as all personal data, in line with the school's Data Protection Policies and Privacy Notices and in accordance with our other policies including Off Site Working and Bring Your Own Device policies, as well as our Retention Schedule. The school recognises that recording staff whilst at work may be considered to be privacy intrusive and therefore careful safeguards will be put in place should recording be deemed necessary. In particular, the school will ensure that the Data Protection principles as set out in the Data Protection Policy ("Our DP rules") are adhered to.
Only authorised (see our AI policy) tools and software will be used for these purposes.
We will never record calls, meetings, or staff training in a covert manner.
Recordings in these circumstances will be carried out in line with our HR policies and procedures.

8.1 Recording telephone calls

We do not record incoming and outgoing telephone calls.

8.2 Recording meetings

We may record meetings. The purpose of this is to ensure minutes and notes taken are an accurate record. Attendees will be informed if the meeting is to be recorded. Recordings will be securely destroyed as soon as the minutes have been approved. Recordings will be available to attendees until minutes are approved and the recording destroyed.

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8.3 Recording staff training

We may record staff training. The purpose of this is to ensure the training is available to staff who were unable to attend live. Attendees will be informed if the training is to be recorded. Protocols regarding cameras, chats and contacts will be outlined at the start of each session. Additional information about our lawful basis, processors, use and retention period can be found in our Privacy Notices and Retention Schedule.

9. Internet Use

9.1 Personal Use

Personal use of the internet is only permitted in staff's own time (e.g. before or after work and during lunchtime) and limited to browser-based activities.

Staff will not use the school's internet or email systems for trading or personal business purposes.

Staff are advised not to conduct online payments. This is due to the information being stored locally on the computer, which potentially could be compromised, putting the user at financial risk. If the Internet is used to buy goods or services, the school will not accept liability for default of payment or for security of any personal information provided. Goods must not be delivered to a school address.

All Internet browsing sessions will be terminated as soon as they are concluded.

9.2 Filtering Content

Many Internet sites that contain unacceptable content are blocked automatically by the school's filtering and monitoring systems. However, it is not possible to block all "unacceptable" sites electronically in all circumstances.

Attempting to bypass or disabling filtering, proxy or security settings is strictly forbidden.

Where it is necessary to change the filtering and monitoring settings, the business reasons for the action will be documented as per the DfE Filtering and Monitoring standards, KCSiE para 140-142. In line with these, approval from the DSL/Headteacher will be sought and where temporary changes are made these will be managed and closed back down as soon as possible.

Filtering requirements form part of KCSiE, the Prevent Duty, as enacted in the Counter-Terrorism and Security Act 2015. The DfE have released Filtering and Monitoring standards for schools and colleges to follow.

9.3 Downloading Material

Users will not download video, music files, games, software files and other computer programs. These types of files consume large quantities of storage space on the system (and can slow it down considerably) and may violate copyright laws.

Streaming media, such as radio or TV programmes, for non-work related purposes is not permitted.

9.4 Accidental Access to Inappropriate Material

You may receive an email or mistakenly visit an Internet site that contains unacceptable material. If this occurs, you will inform your line manager or a more senior manager immediately.

The manager will ask for details of the incident including how the event occurred. This information may be required later for management and audit purposes.

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9.5 Copyright

Most sites contain a copyright notice detailing how material may be used.

If there is any doubt about downloading and using material for official purposes, seek legal advice to ensure compliance with the Copyright, Designs and Patents Act 1988

Cutting and pasting material from one source to another may be in violation of copyright laws. All sources used for research purposes should be referenced appropriately and credited.

9.6 Unacceptable Use

Staff will not deliberately view, copy, create, download, save, print or distribute any material that:

- is sexually explicit or obscene
- is racist, sexist, homophobic, harassing or in any other way discriminatory or offensive
- contains material the possession of which would constitute a criminal offence
- promotes any form of criminal activity
- contains unwelcome propositions
- involves gambling, multi-player games or soliciting for personal gain or profit
- contains images, cartoons or jokes that may cause offence
- appears to be a chain letter
- brings the school into disrepute or exposes it to legal action

This list is not exhaustive and the school may define other areas of unacceptable use.

Unacceptable use may be reported to Law enforcement agencies e.g. police if likely to constitute a breach of the Computer Misuse Act 1990.

10. Monitoring

The school is able to produce monitoring information, which may include email usage statistics, frequent email contacts, file sizes and may lead to making further enquiries.

The school is also able to record the details of all Internet traffic to protect the school and its employees from security breaches and including hacking, and to ensure that "unacceptable" sites are not being visited in line with the KCSiE and DfE Filtering and Monitoring standards.

Any potential infringement will be referred to Senior Leaders as part of routine reviews.

The school may read and inspect individual emails and attachments for specific business purposes or during disciplinary investigations including:

- Establishing the content of transactions,
- Ensuring employees are complying both with the law and with the school's email policy, and
- Checking emails when employees are on leave, absent or for other supervisory purposes.

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The school's email system records details of all emails sent and received. The system filters the use of certain prohibited words and may limit file sizes.

Monitoring logs may include:

- The network identifier (username) of the user
- The address of the Internet site being accessed
- Where access was attempted and blocked by the system
- The web page visited and its content
- The name of any file accessed and/or downloaded
- The identity of the computer on the network and the date and time

Any excessive or inappropriate use may result in disciplinary action being taken.

Interception of communications will be carried out in compliance with the Investigatory Powers Act 2016.

Monitoring will be proportionate, lawful and undertaken in accordance with UK GDPR and the school's Privacy Notice.

11. Passwords

Access to applications and information is controlled to protect Users and the school.

Passwords will be strong and safe enough to keep data secure. In line with the DfE Digital Standards.

Our school have enforced password security at system level where it allows, Users will follow the latest advice for setting passwords, which forms part of their annual Cyber Security Training.

Passwords will not be written down or shared. Staff will not allow other users to use their passwords or user accounts.

Passwords will be difficult for others to guess and not contain personal data such as name, age, or address.

The school recommends the use of a Password Manager to aid Users in keeping track of passwords.

Users will change their password immediate if they suspect or know that it has been compromised.

Users should not reuse passwords, on the same system or across multiple systems.

Multi-factor authentication will be enabled when working with high-risk data or administrative accounts in line with the DFE Digital and Technology Standards for Schools and Colleges. Multi-factor authentication will be enabled for all staff Microsoft 365 accounts.

12. Loaned IT Equipment

Devices issued to staff remain the property of the school and is provided to Users on a loaned basis. The device will not be used by anyone other than the authorised user to whom it has been allocated.

Any device property identification will not be altered or removed for any reason.

Users who borrow equipment from the school will sign for it and bear the responsibility for its care.

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All reasonable care will be taken to prevent loss, damage, theft or unauthorised use of IT equipment. Devices will never be left in a vehicle or other unsecured, vulnerable situation. See the Offsite Working Procedure for more guidance.

Any loss or damage to equipment on loan will be immediately reported to the subject leader in the first instance and any theft or criminal damage will be reported to Law enforcement agencies e.g. police.

Where there is evidence that the equipment has not been used in accordance with policy, a charge may be made for the replacement or repair of any school equipment whilst on loan.

13. Bring Your Own Device (BYOD)

Personally owned devices may only be used to access school systems where authorised by the Headteacher and in accordance with the school's Bring Your Own Device (BYOD) Policy. All users must ensure that personal devices meet the school's security requirements.

14. Software, Updates and Patching

Fairfield Primary School devices have a predetermined list of software installed on the hard drive.

Users will use software in accordance with applicable licence agreements. It is a criminal offence to copy software or any supporting documentation protected by copyright.

The use, or possession of unlicensed copies or "pirated" versions of software is illegal and is expressly prohibited by the school.

No addition or deletion of any software or hardware (except peripherals) is permitted without the express permission of the Headteacher or designated IT lead. This includes the setting up of web-based accounts.

Software and web-based accounts that use personal data may be subject to a Data Protection Impact Assessment and so will not be installed or set up until this has been carried out.

To ensure that security patches and virus definitions are up to date staff will connect devices to the school network on a regular basis. Updates must be allowed to run and will not be interrupted.

Staff will make careful, considerate use of the school's IT resources, report faults and work in a way that minimises the risk of introducing computer viruses into the system.

15 Network Access and Data Security

15.1 Users' Authorisation

Those accessing information systems, data or services will be authorised to do so by an appropriate authority, usually their line manager.

Changes to access must be requested and authorised. Users who believe they have access to systems they no longer need, will report this to their line manager.

Users will only access information held on the school's computer systems if authorised to do so and the information is needed to carry out their work.

Line managers will only request the minimum access required for the user to carry out their work.

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A record of user access to systems will be maintained and periodically reviewed.

15.2 Starters, Movers and Leavers (Account Creation, Approval and Removal process)

Line managers will ensure that access to IT Systems is only available to employees during their period of employment and withdrawn as soon as employment is terminated.

The same principles apply to pupils joining and leaving the school.

A new starter, mover and leaver process will be in place in school which may include external suppliers, a record of this will detail:

1. The names of the systems Users have been given access to
2. The date the access was enabled
3. The level of access (role)
4. The name of the authoriser

This process will also include changed access due to promotion, secondment, or demotion.

When a contract of employment at the school ends, the member of staff will return all equipment, including peripherals, to the school in full working condition.

It is the responsibility of the user to backup any data or documents they may require, prior to returning the device. Any data pertaining directly to the school or members of the school community will not be retained.

Retaining any personal data without the authorisation of the school is an offence under the Data Protection Act 2018.

The user account and all personal work stored on the laptop will be securely deleted upon return.

15.3 External Support Access

Staff providing temporary guest logins for external support services providers will ensure that system access does not extend beyond the requirements for the provision of services.

Those requesting/providing temporary access will also ensure that system access is withdrawn as soon as the affiliate's relationship with the school ceases.

15.4 Confidentiality

Under no circumstances will personal or other confidential information held on the school network or IT equipment be disclosed to unauthorised persons. Any accidental access to information must be immediately reported to the Headteacher as a data breach.

Staff will ensure that confidential or sensitive data is not accessible to unauthorised persons by logging off or locking the computer when it is left unattended.

In classrooms, screens will be set to extend to the Interactive whiteboard rather than duplicate and when using screen sharing facilities, Users will fully close or minimise screens with any sensitive data / emails.

15.5 Security of Portable Devices

The school does not permit the routine use of USB storage devices. Where their use is unavoidable, only school-issued encrypted devices may be used.
Sensitive or confidential information will be accessed via the network and will not be permanently stored on portable devices e.g. memory sticks / laptops / tablets.

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Where the use of a memory stick to transfer or store data temporarily is unavoidable, this will be done using an encrypted memory stick provided by the school.

All school devices used to store personal information will be fully encrypted.

15.6 Physical Security

Building access and physical controls protect areas where sensitive or confidential information is processed. Server access and access to network equipment, telecoms and network access points is restricted to those staff with authorisation. Staff will not attempt to access restricted points, or allow others to use their [passes, codes or keys] to gain access. Staff will report the loss of passes, codes or keys immediately following the school reporting process in line with Safeguarding requirements.

15.7 Administrative Access

- Administrative accounts and credentials will use strong authentication / complex passwords. Current guidance on the authentication and security measures that should be put into place for network devices, filtering and monitoring services and administrative accounts can be found in the DfE Digital Standards.
- Administrative accounts will not be used for general activities, especially those of high-risk, such as browsing the internet or emailing.
- Administrative access is only provided to designated staff and a review of administrators for each system will be carried out termly, including administrative accounts that have not been used for a prolonged period of time, in line with the DfE Cyber Security Standards.

16. Disposal of Computing Resources

Computing resources will be disposed of in line with WEEE regulations, The Hazardous Waste Act, The Environmental Protection Act 1990, The Environment Act 1995, The Environment Act 2021, The Waste Electrical and Electronic Equipment Regulations 2013, The Waste Management (England and Wales) Regulations 2006 and The Data Protection Act 2018.

1. Governor approval will be sought before Computing resources are disposed.
2. Following governor approval, all equipment which contains sensitive files will have their hard disk drives wiped and all sensitive or confidential data and licensed software will be irretrievably deleted during the disposal process.
3. Damaged devices containing sensitive or confidential data will undergo assessment to determine if the device will be destroyed, repaired or discarded.
4. If a third party contractor is used, suppliers will be suitably accredited and disposal certification will be obtained.
5. Finally, the school's inventory will be updated.

17. Backup Procedures

If software/hardware problems arise, a device may need to be restored to its original settings. Work files may be lost during the restore process, therefore it is the responsibility of all Users to ensure that files are saved to network drives or cloud-based networks.

Removable storage, such as encrypted USBs are not backed up by the routine backup process and Users take responsibility for carrying out a manual backup process.

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The school and IT provider (Oneit) ensures that systematic backup of data is completed on a regular basis so that recovery of essential data can be managed in the event of loss of data files or system failure.

There will be at least three backup copies of important data, on at least two separate devices one of which will be off site. Backup copies will be securely stored against theft, corruption or physical damage, so that in the event of a major incident a backup copy is available.

Removable media are encrypted and stored securely away from the server off site OR The backup is cloud based and protected in the event of an incident.

- *One IT is responsible for rotating the backup media*

18. Disaster Recovery Procedures

In the case of a disaster staff will refer to the Disaster Recovery Procedure and Plan which includes cyber incidents and/or Cyber Response Plan which will include the following as per the DfE Cyber Security Standards:

- staff responsibilities
- out of hours contacts and procedures
- internal and external reporting and communications plans
- priorities for service restoration
- the minimum operational IT requirements
- where to can find additional help and resources

Hard copies of key information will be kept in case of total system failure, and the plans will be regularly tested and reviewed.

The school will ensure all items are appropriately insured.

19. Breaches of Policy

Breaches of this policy and/or security incidents can be defined as events which could have, or have resulted in, loss or damage to school assets, or an event which is in breach of the school's procedures and policies.

All school employees, supply staff, governors contractors, and volunteers have a responsibility to report security incidents and breaches of this policy as quickly as possible through the school's Incident Reporting Procedure. This obligation also extends to any external organisation contracted to support or access the Information Systems of the school.

The school will take appropriate measures to remedy any breach of the policy and its associated procedures and guidelines through the relevant frameworks in place.

Suspected misuse of the school's digital systems by a member of staff will be considered by the Headteacher/Governors In the case of an individual then the matter may be dealt with under the disciplinary process.

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