

# **JOHN SPENDLUFFE TECHNOLOGY COLLEGE**

## **STAFF INFORMATION SYSTEMS CODE OF CONDUCT**

### **AND ACCEPTABLE USE POLICY**

Information systems are defined as any College owned electronic device for the input, storage or communication of information and will include computers, laptops, PDAs, iPads, Kindles, digital cameras and mobile phones.

1. The information systems are College property and I understand that it is a criminal offence to use an information system for a purpose not permitted by its owner.
2. The College network and computing resources may be used for incidental personal purposes provided that:
  - the purposes are of a private nature, not for financial gain and does not contravene any other staff policies;
  - such use does not cause noticeable or unavoidable cost to the College;
  - such use does not inappropriately interfere with the official business of the College;
  - such use does not include any actions defined in Point 11 of this policy.
3. I understand that I must not connect any personal information systems to the College's network without the written permission of the Network Manager.
4. I understand that the College may monitor my information systems, email and Internet use to ensure policy compliance.
5. I will respect system security and will not disclose any password or security information to anyone other than the Network Manager.
6. I understand that only the ICT support staff will be able to install any software or hardware, ensuring the College has appropriate licenses.
7. I realise that there are legal constraints on what I can do with staff and student data and will ensure that all data is kept secure and is used appropriately, whether in College, taken off the College premises or accessed remotely.
8. I will report any inappropriate use of an information system to the Headteacher.
9. I will ensure that any electronic communications with students, parents and staff are conducted professionally.
10. I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

11. I will not access or attempt to access any internet sites that contain any of the following:  
child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal.  
*It is recognised that under certain circumstances inadvertent access may happen. For example, researching the holocaust may produce results with Nazi propaganda. Should you or a student access any of these sites unintentionally you should report the matter to a member of the Senior Leadership Team so that it can be logged.*
12. I understand that with any information system I may be issued (eg laptop), no attempt must be made to connect it to any public or private internet connection without the written permission of the Network Manager.
13. If I am subject to disciplinary procedures, all information systems must be returned to the College's Network Manager and I understand that the contents of those information systems may be examined as part of any disciplinary procedure.
14. All information systems must be returned to the Network Manager at termination of employment where a confirmation of receipt will be issued.

The College is obliged to monitor the use of the College's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the College's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. This is a requirement of the Governors of this Academy.

## **Social Networking Statement**

### **Social Networking sites are blocked for use via the College network for both students and staff.**

If social networking sites are used outside of the College network, staff should not knowingly become friends with current students or engage in internet chat. Great care should be taken to fully acquaint yourself with the privacy and security settings that are available on any social networking profile in order that profiles (including posts and photos) are not publicly available.

Think carefully about posts you make and photos you upload - you should never make defamatory remarks about the College, its students or anyone within the College.

Photos containing current students should not be uploaded to any part of your profile.

## Acknowledgement

I have read and understand the Staff Information Systems Code of Conduct & Acceptable Use Policy (dated January 2012) and agree to use the College information systems within these guidelines.

By signing the document, I agree to adhere to the conditions stated. Any breach of this policy may result in disciplinary action.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please retain this page for your records

## Acknowledgement

I have read and understand the Staff Information Systems Code of Conduct & Acceptable Use Policy (dated January 2012) and agree to use the College information systems within these guidelines.

By signing the document, I agree to adhere to the conditions stated. Any breach of this policy may result in disciplinary action.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this page to the Headteacher's Secretary.

## **POLICY DOCUMENTS**

The following policy document was presented to the Governing Body of John Spendluffe Technology College and approved and adopted by them on the date stated.

Policy:       Staff Information Systems Code of Conduct and  
                  Acceptable Use Policy

Date: