

## Acceptable ICT Use Policy

At Lady Katherine Leveson School we use ICT to raise standards and promote pupil achievement. We aim to enable a safe, responsible and mature approach to internet use for both pupils and staff.

All staff and pupils have a username and password that gives access to both our network and Solgrid. Passwords must be secure, that is, they must not be shared or easily discovered.

All personal data should be recorded, processed, transferred and made available in compliance with to the Data Protection Act 1998. For more detail refer to the e-safety policy.

*All portable data storage devices used in school must be password protected and issued by school. Personal portable data storage devices are not used in school and therefore no images of children or children's data are kept by staff. Staff are allowed to take their school laptops home, and children's data is kept on these. They are password protected. School laptops must not be left in cars. **Laptops should not be left unattended, but shut down or locked to protect sensitive material.***

School photographs should only be stored on the school network. Check with school policies before publishing photographs, names or work. There is a list of pupils who have permissions.

### Network

Users should respect the organisation of the network and file work as appropriate.

The work area (W: drive) and teachers' area (V: drive) are used by staff, details about the use of these drives (a 'Read me' document) is available within each area. Staff can access document and policies in the teachers' area. Staff should save work of a confidential nature in the appropriate area.

Be aware that pupils can access only the managed and resources areas.

Any practical problems should be brought to the attention of the Technician through the yellow book provided.

Staff should log off or lock a computer before leaving it unattended.

### Internet use

All internet use is through Solgrid. All staff have access to Solgrid using their username and password.

Staff must use Solgrid e-mail for professional correspondence.

When working with pupils staff must check all material and websites are appropriate.

Any concerns about pupils' safety or inappropriate material should be brought to the attention of the Head teacher.

Staff are expected to check copyright.

All staff are advised to read copy of the school's e-safety policy, which is available, along with other policies, on the network in the teachers area.

**Staff should not communicate with pupils through social networking sites.**

Sign

Date