



Computer and Internet Use Policy

Author	Simon Allan
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Computer and Internet Use Policy

Outline/Overview

This policy applies to all staff, directors and governors of Inspire Multi Academy Trust who are entitled to use computer facilities across the Trust sites.

The Trust has taken and will continue to take all reasonable precautions to ensure that computer users can only access appropriate content and material. However, it is not possible to guarantee that a user will never come across unsuitable material while using a Trust computer. The Trust cannot accept liability if such material is accessed nor for any consequences resulting from Internet Access.

All pupils will be actively supervised by staff at all times when using computers.

All reasonable precautions to ensure that users only access appropriate material have been taken. If users encounter such material, they should report the incident to IT Support.

Internet access on each Trust site incorporates a software filtering system to block certain content such as chat rooms, newsgroups, and inappropriate websites.

- Access to inappropriate sites is blocked.
- Access will be allowed only to approved sites.
- The content of web pages or web searches is dynamically filtered by keyword checking.
- Records of Internet sites visited by all users are logged.
- Accessing a site denied by the filtering system will result in a blocked webpage.

If an appropriate webpage is blocked, 'allowed' access can be made available providing there are educational reasons behind the request. Such requests will need to be approved by the Headteacher prior to being carried out by IT Support. IT Support regularly assess the effectiveness of the filtering system.

All Trust based internet access must be via the Trust's wired or wireless network and on a device that has been configured by IT Support. The Trust is not responsible for any content / information accessed via a 3G / 4G data connection i.e. a data connection via a cellular network provider as this connection cannot be monitored.

The use of personal laptops on the network is not permitted without authorisation from the Headteacher. Under no circumstances should personal data be stored on local hard drives that multiple users have access to.

Antivirus software is installed on all Trust machines and is updated when the device is either connected to the network or connected to the internet. If any user suspects that their machine has been infected with a virus or malware, they are to contact IT Support immediately.

All Users

All users must make sure passwords are complex, do not contain any words which are part of your username, be at least 6 characters long and fill at least 3 of the 4 follow criteria:

- at least 1 Capital Letter
- at least 1 Lower Case letter
- at least 1 Number
- at least 1 Special Character (e.g.: !"£\$%^&*()@~?>

Staff

Staff must ensure that all pupils are actively supervised at all times when using computer equipment. Failure to do so may result in disciplinary action.

The email system and internet access facilities are provided by the Trust as a business tool to enable authorised users to carry out their job role efficiently. The Trust regards any emails sent or received via the email system as impersonal and access to emails may be granted by the Line Manager or Senior Leadership Team if the need arises, such as staff absence or leaving the employment of the Trust.

Staff must ensure that they check their work email account daily. Each email address has a limited storage space and therefore staff must delete old emails regularly. Once the storage limit has been reached, no further emails will be sent or received. If staff require more storage, they should contact IT Support in order for a request to be considered.

Members of Staff:

- Must only use the Trust technologies for professional purposes or for use deemed “responsible” by the Headteacher or Governing Body. Using a Trust email address for personal reasons or personal gain is deemed as irresponsible and will not be permitted.
- Shall not use their Trust email address to sign in/sign up to sites that are not related to school work.
- Must only use approved, secure Trust email systems for any Trust business.
- Have access to view/control pupil’s screens/network sessions.
- Must not browse, download or send material that could be considered offensive and should report any accidental access of inappropriate materials to their line manager.
- Have a duty to protect their passwords, SIMS logon details and personal network & Learning Platform logins and should log off/lock a Learning Platform or Network session when leaving a workstation unattended. Any attempts to access, corrupt or destroy other users’ data or compromise the privacy of others in any way, using any technology, will not be tolerated.
- If you are downloading a blocked file such as a ZIP file, please contact IT Support for assistance.
- Are **NOT** permitted to use Personal Digital Equipment, such as mobile phones and cameras to record images of pupils including when on external trips/visits.
- Must ensure they have the written consent of parents prior to taking photographs of children. The Trust permits the appropriate taking and use of images by staff and pupils **with Trust equipment**. Digital images are easy to capture, reproduce and publish and therefore may be misused if they fall into the wrong hands.
- Should not store/send sensitive/personal data on/from laptops, removable storage/media or email without being encrypted beforehand. IT Support can advise and help staff if they have a requirement to take sensitive data off site

be it via laptop, removable storage or email (taking data off site must be approved by the Headteacher). IT Support can help to setup encryption on your devices.

- Use recommended programs to encrypt data such as WinZip, 7Zip. We can also purchase encrypted memory sticks encrypted to at least 256bit AES.
- Where they are authorised to do so, ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether within an academy, taken off Trust premises or accessed remotely. Personal data can only be taken out of school when authorised by the Headteacher or Governing Body.
- Should be able to identify what data is safe to take off site without being encrypted. Anything that can identify a student or adult is classed as sensitive/personal data, so just a name would not need encrypting.
- Should sign a laptop declaration if issued a laptop in connection with professional use.
- Should be mindful of DSE Guidance (attached) when using IT Equipment.

List of items that should be encrypted (where you have been given authorised access):

1. A name with any personal information such as: Address, Date of Birth, email address and/or SEN Information List of items not to encrypt:
 2. Tracking data, registers, lesson plans; anything that cannot be used to identify a student.
- Members of staff should ensure that their personal use of web technologies, including social networking sites, such as Facebook, Twitter, Bebo and MySpace, does not question or bring their professional role into disrepute as in such cases, staff could face disciplinary action.

Things staff are to consider are:

1. Their privacy settings on such sites.
2. The appropriateness of images and material posted. Once posted online, as message, photo or video they can be freely copied, manipulated and circulated and will potentially exist forever.
3. They should not communicate with pupils, in relation to either Trust or non-Trust business, via web technologies. Members of staff should only communicate with pupils using the appropriate Trust learning platforms or systems approved by the Headteacher.
4. They are not permitted to contact or communicate with pupils, parents or conduct Trust business using personal email address or telephones, without specific permission from the Headteacher.
5. They should not give out their own personal details, such as telephone/mobile number or personal email addresses to pupils.
6. They must ensure that all electronic communication with pupils and staff is compatible with their professional role
7. They must respect and comply with copyright and intellectual property rights.
8. They have a responsibility to report any misuses of technology, including the unacceptable conduct of others, to IT Support or Headteacher.

IT Support

If you need to contact IT Support you can do so by ringing 0191 553 5994 or via helpdesk@inspiremultiacademytrust.co.uk



Computer and Internet Use Policy Staff Declaration

By signing below, I have read and understood the Computer and Internet Use Policy and agree to adhere to the policy at all times.

Name:	
Signed:	Date:
Headteacher:	Date:

This policy should be read in conjunction with other Trust Policies such as the Child Protection Policy and E-Safety Policy as well as Department for Education Guidance such as Keeping Children Safe in Education, E-Safety and the Safer Working Practice document.

Please note this list is not exhaustive.

Please detach this page and submit your signed agreement to the Headteacher.



Display Screen Equipment (DSE) Guidance

Please refer to the guidance below when you are using your computer/laptop in connection with Trust business. Users have a duty of care to themselves to observe good practice in the use of DSE work.

If you require any advice or support or specialist equipment please contact the School Business Manager.

Seating - general guidelines

Chair design

All seating provided for work should:

- Support you in a position which allows work to be done comfortably.
- Allow you to change position easily.
- Not compress the thighs and buttocks.
- Suit any special needs you may have.
- Be matched to the dimensions and layout of your workstation.

The seat must be:

- Adjustable in height (without the use of tools) to accommodate you whether you are very short or very tall.
- Wide enough for big people and deep enough to support the legs of tall people.
- Covered in a porous material as well as being well padded.



The backrest

The height should be adjustable (unless giving complete support to the back). It should give firm support to the lower and middle parts of the back. A tiltable backrest prevents your body from having to lift, slide or twist to make backward and sideways movements.

Armrests

Armrests are not essential, but can provide extra comfort, say during natural pauses. The height of armrests is important: they must not prevent you from drawing close to your desk and they must give support without you having to slouch. Height adjustable armrests are preferable.

Moveability

Your chair should have a minimum of 5 castors or glides. This makes moving it backwards and forwards or from side to side much easier and places less stress on your body. Care needs to be taken that the chair doesn't slide away too easily when you sit or stand up.

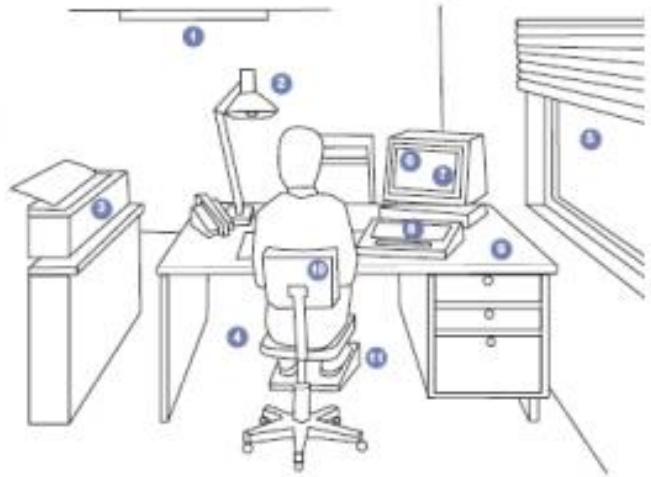
Footrests

If your feet are a little short of the floor, after you have adjusted your chair to suit the height of the work you are doing, a footrest will help. And if you ask, one will be provided.

Your environment and workstation

What do you need?

- 1 Good general lighting to cover all the work done. It should not be too bright and avoid reflections as these conditions lead to fatigue and stress. Anti-glare screens should be a last resort.
- 2 Use local lighting to illuminate documents if required. Adjust so as not to annoy your neighbours.
- 3 Noise emitted by equipment, especially other peoples', can be a real nuisance and should be eliminated where possible.
- 4 There should be sufficient legroom to enable you to get in and out easily.
- 5 If there are variations in natural light, the use of window coverings may help to even them out.
- 6 Software should be appropriate for the task and easy to use.
- 7 The monitor needs to be adjustable for rotation and pitch (making it easier to read from). The screen should provide a stable image, be adjustable for brightness and contrast and be glare and reflection free.
- 8 The keyboard should be comfortable to use, non-reflective and with characters that are easy to read.
- 9 Your desk should be big enough to hold the equipment and with enough space to allow for documents and any other work you may want to do.
- 10 The primary requirement for a work chair is that it is adjustable, allowing you to achieve a comfortable position.
- 11 Footrests may be necessary when, having adjusted everything else, you are unable to rest your feet flat on the floor.



Mouse - Using a mouse, trackball or any other pointing device for prolonged periods can cause problems. Make use of any opportunities for breaking up the work or using keyboard shortcuts.

The 12 Steps to Workstation Set up

1. Seated Posture	<ul style="list-style-type: none"> • Adjust the chair back angle for support; this should be fairly upright when typing. • Adjust the chair back height to give support to the small of your back. • Adjust the seat height so that your elbows are just above the desk (relaxed shoulders, vertical upper arms, elbows bent at right angles). • Your wrists should be in a relaxed, neutral position over the keyboard. • Ensure armrests do not prevent you getting close enough to the desk or obstruct your elbows whilst typing. If necessary, request that armrests are removed. • Your thighs should be approximately horizontal. • If thighs are not horizontal or your feet are not flat on the floor, use a footrest. • Ensure that there is no undue pressure on the underside of your thighs.
2. Input Devices	<ul style="list-style-type: none"> • The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, elbows at right angles and a neutral wrist posture. • Position your mouse close to the side of the keyboard and within easy reach. • Take your hand away from the mouse when not in use. • Use keyboard shortcuts as an alternative to the mouse.
3. Screen reflection & glare	<ul style="list-style-type: none"> • The screen viewing distance should be at approximately arm's length. • Screen height should prevent excessive movement of the head and neck. • Top of the screen at or just below eye level. This will depend on typing style, software used, glasses worn and tasks performed. Screen tilted back slightly. • Glare and reflections should be avoided by adjusting lights and closing blinds.
4. Local environment	<ul style="list-style-type: none"> • Lighting should be sufficient for the task. • Workplace temperature should be at least 16° C. Draughts should be reported • Noise that distracts or affects concentration should be reported.
5. Desk & drawers	<ul style="list-style-type: none"> • Your body position should be 'squared-up' to the desk. • Avoid sitting twisted. Shoulders should be in line with your hips. • Drawers, CPUs, waste bins, etc. should not obstruct your legs.
6. Document position	<ul style="list-style-type: none"> • Use a document holder or position documents to reduce head and neck movement, e.g. between the screen and keyboard
7. Equipment position & work area	<ul style="list-style-type: none"> • Place frequently used items within easy reach. • Don't cradle the phone between shoulder and chin. Hold the handset or consider a headset if you frequently use the phone and PC together. • Make sure the area around your desk is free from obstructions & trip hazards.
8. Workplace organisation	<ul style="list-style-type: none"> • Organise your work so that you that you have reason to get up out of your chair and away from your workstation at least once an hour, e.g. collecting documents, filing. • As far as possible, do not locate printers on your desk or within reaching distance. • Adopt a variety of postures throughout the day.
9. Vision	<ul style="list-style-type: none"> • Ensure you are aware of your entitlement to eye and eyesight testing (even if you already wear glasses). See your optician for a free eye test. • Have regular eye tests. Follow your optician's guidance on repeat eye testing - usually every 2 years.
10. Software	<ul style="list-style-type: none"> • Software should be suitable for the tasks performed. • You should understand how to use the software to perform the tasks required
1. Health Problem	<ul style="list-style-type: none"> • If you experience any aches or pains or headaches which you feel may be related to your workstation use, you should inform your manager in the first instance. Always seek medical advice about health concerns.
2. Other issues	<ul style="list-style-type: none"> • If you have any problems related to the use of any workstation, you must report them to your line manager or local safety coordinator as soon as possible.