

Author	IT Manager	Intended target group	Principals, Business Managers, Academy Staff
Issued	November 2017	Next review due	September 2020 unless circumstances indicate amendments

AC/Nov17(03)

This policy is applicable to all DBMAC academies

## Acceptable Use of IT Policy

### Overview

This policy covers the proper use of the ICT facilities and services owned and operated by Dominic Barberi Multi Academy Company (DBMAC).

### Definition

The phrase 'IT facilities' as used in this policy shall be interpreted as including any computer hardware, software or ICT service (e.g. Wireless Internet or Remote Access services) owned or operated by DBMAC.

### Ownership

ICT facilities owned by DBMAC and software and/or data developed or created by staff or students on that equipment remains in all respects the property of DBMAC.

### Reporting

The reporting point of all breaches of this policy is the ICT Service Desk email address ([ictservicedesk@dbmac.org.uk](mailto:ictservicedesk@dbmac.org.uk))

### Use of ICT facilities

When using ICT facilities Staff and Students must:

- Comply with the eSafety Policy.
- Keep personal passwords secret; staff and students must not share their personal password with others.
- Treat all hardware with the utmost respect and any damage or loss must be reported immediately. Any damage of equipment caused by malicious intent will be charged against the department responsible for that equipment/room (from there the cost may be passed onto the staff member, student or group involved).
- Use Internet access for their work only; access to sites that do not support teaching and learning (e.g. games) are blocked by the web content filtering and any breaches of this are to be reported immediately. Reasonable use of the internet by staff for personal use is permitted during breaks/off duty hours.
- Not use IT facilities for business, fundraising, commercial or advertising purposes.
- Use only authorised software which has been preinstalled on PCs. Staff and students must not attempt to download/install/run unauthorised software.
- Make no changes to the configuration (including location) of IT services or equipment, without the express authorisation of the IT Services Department.
- Not store confidential or sensitive data (e.g. student records) on portable media (e.g. USB memory sticks).
- Not attempt to gain unauthorised access to any data for which permissions is not granted or use the ICT facilities for malicious/illegal purposes that might bring the MAC or its schools into disrepute.

- Not attempt to access the account of another staff member or student.
- Not share (via email or other forms of communication) confidential or sensitive material with unauthorised persons. In the event that confidential or sensitive material is accidentally shared it must be reported immediately.
- Not engage in any activity which is likely to result in damage to IT services, equipment or the reputation of the MAC or its schools.

### **Loan of hardware**

Any staff member or student must follow the same policy when using loaned equipment at home. When offsite, loan equipment is not covered by the DBMAC insurance policy and the staff member or student takes full responsibility for the replacement cost of the item of equipment in the event that it is lost, stolen or damaged. The staff member or student should also consider taking out insurance for the item of equipment and the DBMAC Central Team can provide advice on its value.

### **Monitoring**

All staff and student activity when using ICT facilities may be logged and recorded to investigate suspected breaches of this policy. This monitoring may include (but is not limited to) live screen capture, recording of web browsing history, email/instant messaging/phone call transcripts as well as the contents of documents and files kept in user areas.

### **Breaches of policy**

Any breach of this policy by staff will be dealt with as a disciplinary or misconduct issue. A breach of this policy by a student will be dealt with in accordance with the schools behaviour policy. Every user is responsible for the proper use of his/her equipment. The Trust is legally responsible for the content and nature of all materials stored on or accessed from its network and will take action against to investigate the identity of any illegal acts.

In exceptional circumstances, where there are reasonable grounds to suspect that a staff member or student has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow

**Date Approved by Audit Committee: 15<sup>th</sup> November 2017**

**Verified by Company Secretary, M D Jackson : 24<sup>th</sup> November 2017**

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## Appendix A

Please complete and return to the (Clerk to the Academy Committee) who will acknowledge receipt and explain what action will be taken.

Your name:

Pupil's name:

Your relationship to the pupil:

Address:

Postcode:

Day time telephone number:

Evening telephone number:

Please give details of your complaint.

*If necessary please continue on a separate sheet.*

What action, if any, have you already taken to try and resolve your complaint. (Who did

you speak to and what was the response)?





