



General Data Protection Regulation (GDPR)

Acceptable Use Policy

DOCUMENT PROVENANCE			
Status	Draft	Current version no.	1.0
Organisation	NCC/NST	Version date	September 2023
Author	Jeremy Lyn-Cook/NST	Approved by (If applicable)	
Audience	Anyone	Approval date	October 2024
Security classification	OFFICIAL	Next review date	Annually

DOCUMENT CHANGE HISTORY			
Revision date	Version no.	Author of changes	Summary of changes
25.02.2021	1.1	A Williams	NST policy adapted for Southwold Primary School

Contents

1. Introduction
2. Purpose
3. Scope
4. Policy
5. Unacceptable use
6. Policy compliance measurement
7. Exceptions
8. Non-compliance

Acceptable Use Policy

1. Introduction

Southwold Primary School Acceptable Use Policy does not aim to impose unreasonable restrictions. The school is committed to protecting its employees, partners and itself from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing and FTP are the property of Southwold Primary School. These systems are to be used for business purposes in serving the interests of the school and of the school's pupils, students, families and staff in the course of Southwold's normal operations.

Ensuring effective security of Southwold Primary School's network is a joint effort involving the participation and support of every employee and any associated colleagues who deal with the school's information and/or information systems. It is the responsibility of every computer user to be aware of these guidelines and to organise their work accordingly.

2. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Southwold Primary School. These rules are in place to protect both employees and the school itself. Inappropriate use exposes the school to unacceptable risks including virus attacks, compromised network systems and possible legal challenge.

3. Scope

This policy applies to the use of information, electronic and computing devices and network resources to conduct school business, or interact with internal networks and business systems, whether owned or leased by the school, a school employee or a third party. All employees, contractors, consultants, temporary and other workers at Southwold Primary School (and its subsidiaries, linked schools, etc.) are responsible for exercising good judgment in relation to appropriate use of information, electronic devices and network resources in accordance with school policies and processes as well as the law and relevant codes of practice.

This policy applies to employees, contractors, consultants, temporary and other workers at Southwold Primary School; including personnel affiliated to third parties.

4. Policy

General Use and Ownership

Overall, Southwold Primary School Governing Body is responsible for the Acceptable Use Policy. On a day to day basis the Headteacher is responsible for the operation of the policy. The policy covers school information stored on electronic and computing devices whether owned or leased by Southwold Primary School, an employee or a third party and remains the sole property of Southwold Primary School. The

school must ensure through legal or technical means that information is protected in accordance with the GDPR 2017 and the Data Protection Act 2018.

Employees and all others accessing Southwold Primary School's computing resources have a responsibility to promptly report the theft, loss or unauthorised disclosure of school proprietary information to the DPO and Head Teacher.

Employees and all others may access, use or share school proprietary information only to the extent it is authorised and necessary to fulfil their assigned job duties.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Southwold Primary School is responsible for creating specific guidance concerning personal use of Internet/Intranet/Extranet systems. In the absence of such guidance, employees should refer to school's general policies or guidance on personal use of school resources. Where there is any uncertainty, teachers should consult the Head Teacher.

For the purpose of maintaining security and integrity of the network, authorised individuals within school may monitor equipment, systems and network traffic at any time.

Southwold Primary School reserves the right to audit its networks and systems on a periodic basis to ensure compliance with this policy.

Security and Protected Information

All mobile and computing devices that connect to Southwold Primary School's internal network must comply with the minimum standards set by the school.

System level and user level passwords must comply with the school's password protected-high strength format and changed regularly, not shared with a 3rd party or family member. All documents to be saved remotely once Sharepoint is available. Providing access to another individual, either deliberately or through failure to secure the network access is prohibited.

All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 5 minutes or less. Users must lock the screen or log off when the device is unattended for a reasonable amount of time.

If a school employee posts messages from a school email address to newsgroups, etc. they must include a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Southwold Primary School, unless posting is in the course of business duties.

Employees must use extreme caution when opening e-mail attachments received from unknown senders as they may contain malware.

5. Unacceptable Use

The following activities are generally prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g. systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Southwold Primary School authorised to engage in any activity that is illegal under local bye laws, national law or international law while using school-owned or leased resources.

The lists below are not exhaustive, but try to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities.

The following activities are strictly prohibited, with no exceptions:

- Damage to the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of copied or other software products that are not appropriately licensed for use by school.
- Unauthorised copying of copyrighted material including, but not limited to, digitisation and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and the installation of any copyrighted software for which the school or the end user does not have an active license is prohibited.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using school computing assets to actively engage in procuring or transmitting material that is in violation of harassment and/or other workplace regulations.
- Making fraudulent offers of products, items or services originating from any school account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorised to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network snooping, pinged floods, packet spoofing, denial of service and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the employee's host account, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host network or account.
- Interfering with or denying service to any user
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

- Providing information about, or lists of, school employees to parties outside the school.

Email and Communication Activities.

When using Southwold Primary School resources to access and use the Internet, users must appreciate that they represent the school. The following activities are strictly prohibited, with no exceptions:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email or telephone, whether through message frequency or size of messages.
- Unauthorised use or forging of email header information.
- Creating or forwarding "chain letters".
- Use of unsolicited email originating from within the school's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the school or connected via the school's network.
- Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam).

Blogging and Social Media

- Blogging and use of social media by employees, whether using the school's resources and systems or personal computer systems is also subject to the terms and restrictions set in this policy. Limited and occasional use of the schools's systems to engage in blogging and social media is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Southwold Primary School's policy, is not detrimental to the school's best interests and does not interfere with an employee's regular work duties. Blogging and use of social media from the school's systems is also subject to monitoring.
- Southwold Primary School approach towards confidential information also applies to blogging and social media. As such, employees are prohibited from revealing any of the school's confidential or protected information, or any other material considered to be confidential by the school when engaged in blogging or accessing social media.
- Employees shall not engage in any blogging or use of social media that may harm or damage the reputation and/or goodwill of the school and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Southwold Primary School's policy around non-discrimination and anti-harassment.
- Employees may also not attribute personal statements, opinions or beliefs to Southwold Primary School when engaged in blogging or social media. If an employee is expressing his or her beliefs and/or opinions, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Southwold Primary School. Employees assume all risk associated with blogging and use of social media.

- Apart from following all laws applying to the handling and disclosure of copyrighted materials, the school's trademarks, logos and any other school intellectual property may also not be used in connection with any blogging or social media activity.

6. Policy compliance measurement

The school's Headteacher will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits and feedback from employees.

7. Exceptions

Any exception to the policy must be approved and recorded by the school's Headteacher.

8. Non compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

This Policy should be read in conjunction with the following:

- Data Protection Policy
- Data Incidents and Breaches Policy
- Freedom of Information Policy
- Remote Access and Mobile Computing Policy
- Subject Access Request Policy
- Email Policy
- Mobile Computing Policy
- Safeguarding Policy and Guidance