

## **INTERNET (ICT Acceptable Use) FOR STAFF POLICY**

### **The Internet**

The Internet is a vast network linking computers around the world. It has great potential both for use and abuse. This policy exists to help ensure that staff use this valuable resource in a safe and appropriate manner. All Internet and Email access done through L'Ecole des Petits and L'Ecole de Battersea must be consistent with and in support of their curricular guidelines and educational objectives.

### **Policy Statement & Aims**

This policy is devised for the safety of the staff and pupils and to outline staff responsibility in the safeguarding of children. The Schools are committed to developing appropriate technology to ensure the efficient and cost-effective provision of services. To this end, employees are encouraged to develop IT skills. All use of the Internet by employees of the Schools must be in accordance with this policy as detailed below and with the ICT Rules of L'Ecole des Petits Ltd (Fulham and Battersea)

This policy aims to ensure that:

- Staff are responsible users and stay safe while using the Internet or other communications technologies for educational, personal and recreational use.
- School ICT systems and user (staff & pupils) are protected from accidental or deliberate misuse that could put the security of both at risk.

### **Safeguarding Children**

Each member of staff has a responsibility to protect children from the dangers of the internet. This policy is in place to outline the responsibilities of the teacher to ensure this.

- Teachers should select web sites as part of their lesson planning in order to guide children's internet searches.
- Children should always be supervised when in the ICT suite or on computer equipment.
- Teachers need to discuss with the children the dangers and risks of Internet use.
- It is every teacher's responsibility to ensure that pupils are able to use the Internet in a safe and appropriate manner in their lessons.

## **The Legal Position**

- Staff should be aware that electronic text (email) has the same status in law as the printed word. This means that email communications can be potentially actionable in law in exactly the same way as the printed word for breaches of the relevant legislation such as the Data Protection Act 2018 or the laws surrounding libel or defamation.
- Staff must, therefore, be aware that they have a personal responsibility and hence are potentially personally liable for the legality, accuracy and confidentiality of statements made in email communications. This applies irrespective of whether those communications are circulated purely internally within the organisation or externally via the Internet.
- Where defamatory statements or other comments which are actionable in law are made, or where there is a breach of confidentiality, then disciplinary action may be taken.
- Staff must be aware that all personal data held on the school's network is subject to the Data Protection Act 1998 and the School's data protection policy.
- Staff must ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, staff must not download or distribute copies.
- All material and resources created by staff and saved on the School's network remain the property of the School and making unauthorised copies of or deleting such materials and work may be in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights.

## **Staff responsibility and Internet use**

Each member of staff is expected to take individual responsibility for his or her appropriate use of the Internet and Email.

- The email service and access to the Internet have been provided to staff on the basis that they will be used primarily for L'École des Petits Ltd business purposes. However, reasonable and limited use of these services for social and recreational purposes, where not in breach of this policy and other relevant rules or otherwise forbidden, is permitted outside of normal working hours (8.30am-4.00pm).
- Staff must not use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to certain materials/sites.
- The use of social networking sites such as, but not limited to, Facebook, Twitter, Instagram, MySpace etc is not allowed at school.
- It is also forbidden by the school that the personal use of social networking should involve comments or pictures about the school, the staff, children or parents, or any school-related activities. The use of the internet for personal use should be seen as a privilege and if there is evidence of abuse, appropriate disciplinary action may be taken.
- Staff must not take or publish images of others without their permission and in accordance with the school's policy on using images outside of the school confines.

- Staff must not use their personal equipment without the express permission of the head whilst on school business.
- Staff must not use the school's internet for personal gain, political or advertising purposes.
- Staff must be aware that the use of the internet, e-mail or any other media to gain access to inappropriate materials such as pornography, racist or any other offensive material is forbidden.
- Staff must not engage in any on-line activity that may compromise their professional responsibilities or bring the school into disrepute.

## **Monitoring Email Use and Internet Access**

Uses of the L'Ecole des Petits' Internet and Email access are not private. School Directors may examine all staff computer files and records. Administrators will cooperate in providing access to law enforcement authorities when required.

Therefore, all use of the email system and of Internet access will be recorded and regularly monitored to ensure the system is being used effectively and in line with this policy and all relevant legislation. Employees will be considered to have consented to this monitoring by their acceptance of employment at L'Ecole des Petits, and their implicit agreement to comply with L'Ecole des Petits Ltd Computing Rules.

Hard copies of email messages will be used as evidence in disciplinary proceedings.

All email messages and records of sites accessed will be retained within the L'Ecole des Petits for a reasonable period.

There is filtering in place to block inappropriate websites. In order to help provide safe Internet access for all pupils and in accordance with the Children's Internet Protection Act (CIPA), L'Ecole des Petits System makes all reasonable efforts to monitor the online activities of pupils, teachers and staff while using L'Ecole des Petits Internet access. This monitoring includes, but is not limited to;

Preventing access to inappropriate content on the Internet and the Worldwide Web by subscribing to an educational filtering service Smoothwall.

Preventing unlawful access, including so-called hacking, and other unlawful activities by pupils online.

Preventing unauthorized disclosure, use and dissemination of personal information regarding pupils.

Restricting access to materials deemed harmful to pupils.

Staff should be aware that the Smoothwall monitoring program produces a monthly report to the management team on school internet activity.

## **System security and confidentiality**

Staff are expected to follow procedures and guidelines that are issued in this document to protect the security of L'Ecole des Petits Ltd network system and to respect its confidentiality. This includes local school rules regarding downloading software and files.

- Staff must not disclose any password or login name to anyone other than the persons responsible for running and maintaining the system.
- Staff must ensure they have logged off when not at the computer.
- Staff must not access, copy, remove or alter any other user's files, without their express permission.

By signing their contract of employment, all staff understand that this Acceptable Use Policy applies not only to their work and use of school ICT equipment in school, but also applies to their use of school ICT equipment out of school and their use of personal equipment in school or in situations related to their employment by the schools.

## **Inappropriate Use of Email and the Internet**

Although active use of the email system and of the Internet is encouraged, abuse of these systems can result in very serious consequences for L'Ecole des Petits and disciplinary action may be taken for inappropriate use, which could lead to summary dismissal, in accordance with the term of your contract of employment.

Staff should report any abuse of the ICT systems or any inappropriate, illegal or harmful material or incident to the ICT Coordinator or DSL

Inappropriate use of the systems would include:

- Harassment
- Personal use of the system during work time without good reason
- Online gambling
- Accessing, using or printing any material that may cause offence e.g. pornography
- Accessing, using or printing any material that is inappropriate as judged by the school Directress in the context of the school environment and the education and protection of children.
- Engaging in cyber cheating or plagiarism. Plagiarism is taking material created by others and presenting it as if it were one's own.
- Participating in private, commercial or political activities that are not directly related to the educational purposes of L'Ecole des Petits.
- Accessing the Internet for non-school related activities, such as accessing chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or information about another person.
- Attempting to access another person's files.
- Downloading or distributing copyright information and/or any copyrighted software.

- Use of the email system or of the Internet for purposes that any reasonable person would know L'Ecole des Petits would not approve of
- Use of the email system to distribute any information of a confidential or exclusive nature related to L'Ecole des Petits

### **Disclaimer of liability**

L'Ecole des Petits disclaim all liability for the content of material that a member of Staff may access on the Internet, for any damages suffered in the course of or as a result of a member of staff Internet and/or Email use, and for any other consequences of a member of staff's Internet use.

### **Changes in the policy**

L'Ecole des Petits Ltd reserves the right to change this Policy at any time.

**Reviewed September 2023**