BERKHAMPSTEAD SCHOOL
AND DAY NURSERY

ACCEPTABLE USE POLICY

Scope of this Policy

This policy applies to all members of the School and Day Nursery community (staff or pupils) who use School and Day Nursery IT systems, as a condition of access. Access to School and Day Nursery systems is not intended to confer any status of employment on any contractors.

Online behaviour

As a member of the School and Day Nursery community you should follow these principles in all of your online activities:

- The School and Day Nursery cannot guarantee the confidentiality of content created, shared and exchanged via School and Day Nursery systems. Ensure that your online communications, and any content you share online, are respectful of others and composed in a way you would wish to stand by.

- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the School and Day Nursery community (for example, content that is obscene, or promotes violence, discrimination, or extremism, or raises safeguarding issues).

- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the School and Day Nursery community, even if the content is not shared publicly, without going through official channels and obtaining permission.

- Do not access or share material that infringes copyright, and do not claim the work of others as your own.

- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.

- Staff should not use their personal email, or social media accounts to contact pupils or parents, and pupils and parents should not attempt to discover or contact the personal email addresses or social media accounts of staff.

Using the School and Day Nursery's IT systems

Whenever you use the School and Day Nursery's IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access School and Day Nursery IT systems using your own username and password. Do not share your username or password with anyone else.

- Do not attempt to circumvent the content filters or other security measures installed on the School and Day Nursery's IT systems, and do not attempt to access parts of the system that you do not have permission to access.

- Do not attempt to install software on, or otherwise alter, School and Day Nursery IT systems.
- Do not use the School and Day Nursery's IT systems in a way that breaches the principles of online behaviour set out above.
- Remember that the School and Day Nursery monitors use of the School and Day Nursery's IT systems, and that the School and Day Nursery can view content accessed or sent via its systems.

Passwords

Passwords protect the School and Day Nursery's network and computer system and are your responsibility. They should not be obvious (for example "password", 123456, a family name or birthdays), and nor should they be the same as your widely-used personal passwords. You should not let anyone else know your password, nor keep a list of passwords where they may be accessed, and must change it immediately if it appears to be compromised. You should not attempt to gain unauthorised access to anyone else's computer or to confidential information to which you do not have access rights.

Use of Property

Any property belonging to the School and Day Nursery should be treated with respect and care, and used only in accordance with any training and policies provided. You must report any faults or breakages without delay to the Bursar.

Use of School and Day Nursery systems

The provision of School and Day Nursery email accounts, Wi-Fi and internet access is for official School and Day Nursery business, administration and education. Staff and pupils should keep their personal, family and social lives separate from their School and Day Nursery IT use and limit as far as possible any personal use of these accounts. Again, please be aware of the School and Day Nursery's right to monitor and access web history and email use.

Use of personal devices or accounts and working remotely

All official School and Day Nursery business must be conducted on School and Day Nursery systems, and it is not permissible to use personal email accounts for School and Day Nursery business. Any use of personal devices for School and Day Nursery purposes, and any removal of personal data or confidential information from School and Day Nursery systems – by any means including email, printing, file transfer, cloud or (encrypted) memory stick – must be registered and approved by the Bursar.

Where permission is given for use of personal devices, these must be subject to appropriate safeguards in line with the School and Day Nursery's policies, including multi-factor authentication, VPN and encryption etc.

Monitoring and access

Staff, parents and pupils should be aware that School and Day Nursery email and internet usage (including through School and Day Nursery Wi-Fi) will be monitored for safeguarding, conduct and performance purposes, and both web history and School and Day Nursery email accounts may be accessed by the School and Day Nursery where necessary for a lawful purpose – including serious conduct or welfare concerns, extremism and the protection of others.

Any personal devices used by pupils, whether or not such devices are permitted, may be confiscated and examined under such circumstances. The School and Day Nursery may require staff to conduct searches of their personal accounts or devices if they were used for School and Day Nursery business in contravention of this policy, and in particular if there is any reason to suspect illegal activity or any risk to the wellbeing of any person.

Compliance with related School and Day Nursery policies

To the extent they are applicable to you, you will ensure that you comply with the School and Day Nursery's e-Safety Policy, Anti-Bullying Policy, Staff Data Protection Policy, Safeguarding policy and Annex D to KCSIE 2021 regarding online safety.

Remote Learning

Where children are being asked to learn online at home the Department has provided advice to support schools and colleges do so safely:

safeguarding in schools colleges and other providers and safeguarding and remote education.

The NSPCC and PSHE Association also provide helpful advice:

NSPCC Learning - Undertaking remote teaching safely during school closures

PSHE - PSHE Association coronavirus hub

Retention of digital data

Staff and pupils must be aware that all emails sent or received on School and Day Nursery systems will be routinely deleted after 1 year and email accounts will generally be closed and the contents deleted within 1 year of that person leaving the School and Day Nursery.

Any information from email folders that is necessary for the School and Day Nursery to keep for longer, including personal information (e.g. for a reason set out in the School and Day Nursery privacy notice), should be held on the relevant personnel or pupil file. Important records should not be kept in personal email folders, archives or inboxes, nor in local files. Hence it is the responsibility of each account user to ensure that information is retained in the right place or, where applicable, provided to the right colleague. That way no important information should ever be lost as a result of the School and Day Nursery's email deletion protocol.

If you consider that reasons exist for the protocol not to apply, or need assistance in how to retain and appropriately archive data, please contact the Bursar.

Breach reporting

The law requires the School and Day Nursery to notify personal data breaches, if they are likely to cause harm, to the authorities and, in some cases, to those affected. A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

This will include almost any loss of, or compromise to, personal data held by the School and Day Nursery regardless of whether the personal data falls into a third party's hands. This would include:

- loss of an unencrypted laptop, USB stick or a physical file containing personal data;
- any external hacking of the School and Day Nursery's systems, eg through the use of malware;
- application of the wrong privacy settings to online systems;
- misdirected post, fax or email;
- failing to bcc recipients of a mass email; and
- unsecure disposal.

The School and Day Nursery must generally report personal data breaches to the ICO without undue delay (ie within 72 hours), and certainly if it presents a risk to individuals. In addition, controllers must notify individuals affected if that risk is high. In any event, the School and Day

Nursery must keep a record of any personal data breaches, regardless of whether we need to notify the ICO.

If either staff or pupils become aware of a suspected breach, they should contact the Bursar. Data breaches will happen to all organisations, but the School and Day Nursery must take steps to ensure they are as rare and limited as possible and that, when they do happen, the worst effects are contained and mitigated. This requires the involvement and support of all staff and pupils. The School and Day Nursery's primary interest and responsibility is in protecting potential victims and having visibility of how effective its policies and training are. Accordingly, falling victim to a data breach, either by human error or malicious attack, will not always be the result of a serious conduct issue or breach of policy; but failure to report a breach will be a disciplinary offence.

Breaches of this policy
A deliberate breach of this policy by staff or pupils will be dealt with as a disciplinary matter using the School and Day Nursery's usual applicable procedures. In addition, a deliberate breach by any person may result in the School and Day Nursery restricting that person's access to School and Day Nursery IT systems.
If you become aware of a breach of this policy or the e-Safety Policy, or you are concerned that a member of the School and Day Nursery community is being harassed or harmed online you should report it to the Bursar. Reports will be treated in confidence wherever possible.

Acceptance of this policy
For staff:
Please confirm that you understand and accept this policy by signing below and returning the signed copy to the School Office.

I understand and accept this acceptable use policy (staff):

Name: ……………………………………………………………

Signature: ……………………………………………………………

Date: ……………………………………………………………

Pupils in Prep (Years 3 to 6) agree to the use the School ICT systems by signing the IT Agreement included within the Pupil Homework Diary.
Pupils in pre-Prep and Early Years (Kindergarten to Year 2) and all children in the Day Nursery are supervised at all times when using School ICT systems.