Children's Services ICT

Acceptable Usage Policy

for all users of the Lincolnshire Schools' Network

Every Child Matters *In Lincolnshire*

BE HEALTHY · STAY SAFE · ENJOY AND ACHIEVE · MAKE A POSITIVE CONTRIBUTION · ECONOMIC WELL BEING

Lincolnshire
COUNTY COUNCIL

Policy statement

Lincolnshire County Council (LCC) encourages all pupils, and staff to make effective use of the ICT services that are provided. Such use should always be lawful and appropriate. It should not compromise LCC's information and computer systems nor have the potential to damage LCC's reputation.

Introduction

The purpose of this Acceptable Usage Policy is to ensure that users of the Lincolnshire Schools' network understand the way in which ICT and the Internet is to be used. The policy aims to ensure that the internet is used effectively for its intended purpose, without infringing any legal requirements or creating unnecessary risk.

Who does this apply to?

The policy applies to:

- All users of the Lincolnshire Schools' Network.

On any evidence provided of inappropriate behaviour, an employee may be disciplined by their employer under the Code of Conduct.

If a user's conduct and/or action(s) are illegal, the user will be reported to the police in the first instance for further investigation.

Use of Internet facilities

LCC expects all users to use the Internet responsibly and strictly according to the following conditions: For the purposes of this document, Internet usage means any connection to the Internet via web browsing or email whilst on the Lincolnshire Schools' Network.

Users shall not:

- Attempt to visit Internet sites to make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

  - child abuse
  - pornography
  - promoting discrimination of any kind
  - promoting racial or religious hatred
  - promoting illegal acts
  - any other information which may be illegal, or
  - offensive to colleagues

LCC acknowledges that in certain planned curricular activities, access to otherwise deemed inappropriate sites may be beneficial for educational use (for example investigating racial issues). Any such access should be pre-planned and recorded so that it can be justified if required.

- Incidents which appear to involve deliberate access to web sites, newsgroups and online groups that contain the following material will be reported to the police:

  - images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative
  - adult material that potentially breaches the Obscene Publications Act in the UK
  - criminally racist material in the UK

If inappropriate material is accessed accidentally, users should immediately report this to the LCC Children's Services ICT Team on 01522 553505 so that this can be taken into account in monitoring.

- Use the LCC facilities for running a private business

Users shall not (cont...):

- Enter into any personal transaction that involves LCC or its partner organisations.

- Visit sites that might be defamatory or incur liability on the part of LCC or its partner organisations or impact on the image of LCC.

- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties outside of LCC, or of LCC itself.

- Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships.

- Intentionally interfere with the normal operation of the internet and/or network connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the network.

Personal Use

LCC recognises that staff may wish to use the network and internet connection for limited personal use. Any such usage must strictly adhere to the conditions set out in this Acceptable Usage Policy and be subject to approval from the school.

Internet Filtering

For the safety of staff and pupils LCC operates a very comprehensive internet filtering solution on the School's Network. All internet site and page requests are stored, and this store is retained for approximately 6 months. In addition to this, further information regarding date, time, username and computer IP address are also stored. Regular reports are run to identify inappropriate or illegal activity.

Email Filtering

To reduce the huge volume of inappropriate email activity (spam) entering the Schools' Network, LCC operate a highly effective email software filtering solution. This filter will block all emails deemed inappropriate from entering or leaving the Schools' Network. Emails can be unblocked by contacting the Lincolnshire Schools Helpdesk on 0845 456 6700

Monitoring

In line with Becta advice and conforming to the requirements of the Data Protection Act 1998 (Employment Practice Code Article 3) LCC may monitor and audit users and the use of all ICT attached to the Schools' Network to promote good practice and ensure users are complying with the policy. Deliberate misuse will be reported to the parent establishment. Illegal activity will be reported to the police.

For further information, advice or for reporting issues please contact Alan Mackenzie on 01522 553507

Useful References

The Computer Misuse Act 1990

The Police and Justice Act 2006

The Data Protection Act (Employment Practices Code (Article 3)

European Convention on Human Rights (Article 8)

Regulation of Investigatory Powers Act 2000