

IT POLICY

Board of Trustees Approved: February 2021

Date of next review: February 2022

Reviewed by: The Principal and the Finance and Resources Committee

This policy will be reviewed every year and at every review the policy will be shared with the full Board of Trustees.

General definitions

Throughout this policy, *Wynstones* means Wynstones school and will be used interchangeably with *school* and *the school*; *parents* includes guardians, carers and those with parental responsibility for children entering the school; *students* will be used throughout.

Regulatory and publication context

Independent schools are not required to have a website, but are required to make policies and information available to parents upon request, in line with the [Education \(Independent School Standards\) Regulations 2014](#).

Wynstones systematically chooses to publish its policies online, in order to enable ease of access for parents, and to participate in the wider social discourse on appropriate, effective and fair educational provision.

Policy Contents

1	Policy Scope and Objectives	2
2	Definitions	2
3	Email	3
4	Internet Access	3
5	Network Services Provided	4
6	Computer Systems	4
7	Mobile Devices / Telephones	5
8	Non Compliance	6

1 Policy Scope and Objectives

The following policy sets out the requirements for the proper and responsible use of the Wynstones computing and network resources by staff. This includes effective protection of individual users, equitable access, and proper management of these resources.

The computing and network resources of Wynstones are provided and administered by an external provider, Connexus.

These guidelines are intended to supplement, not replace existing laws, regulations, agreements, policies, and contracts, which currently apply to these services.

2 Definitions

Staff / Employee

For the purpose of this policy, the terms staff and employee refer to any person performing a role within Wynstones and receiving some form of remuneration or associated benefit for performing that role. This includes permanent, casual and part time employees, contractors, student helpers and volunteers.

Computer Systems

A broad term describing the collection of electronic tools and associated applications used in the modern business environment. This includes but is not limited to:

- desktop, laptop and tablet style personal computers or other educational tools
- mobile devices including handheld computers and telephones
- printers, copiers and multi-function devices
- networking facilities including cabling, wall outlets and wireless
- IT services including internet, email, sms.
- The main consequences (if any) for the individual if all or part of the information is not provided.

3 Email

This section sets down the policies used to govern the use of staff email facilities provided by Wynstones. It is applicable to all staff of the school or people acting as agents for the school and to all emails originating from the school network, regardless of purpose or destination.

3.1 Acceptable Use:

Email facilities are provided for use by school staff, and by agents as declared by the Director of Finance and Resources of the school on the basis that it is used within the following guidelines.

Staff shall not:

- transmit material which is obscene or defamatory or which is intended to annoy, harass or intimidate another person;
- transmit material, software or other information protected by copyright laws;
- represent personal opinions as those of the Wynstones;
- reveal or publicise confidential proprietary information, for example, financial information, student information, marketing strategies and plans;
- engage in sustained high volume network traffic not related to work, for example, transmission of emails containing large graphics, video and sound content;
- transmit messages using another person's user name or network account without their express permission.

3.2 Employer Access:

All email transmissions and email facilities provided by the school remain the property of the school. Wynstones reserves the right to both monitor and access the contents of any email mailbox provided to an employee.

4 Internet Access

This section sets out guidelines for acceptable use of the Internet by employees of the school. The primary purpose for which access to the Internet is provided by the school to employees is to assist them in carrying out the duties of their employment. They may also use the Internet for reasonable private purposes which are consistent with this Policy. Staff may not use the Internet access provided by the school in such a way as to significantly interfere with the duties of their employment or to expose the school to any cost or risk of liability.

4.1 Acceptable Use:

Subject to the balance of this policy, employees may use the Internet access provided by the school for:

- work-related purposes;
- personal use, provided that the use is moderate in time, does not incur any cost to the school and does not interfere with the employment duties of the employee or his or her colleagues, by:
 - Using instant messaging software for personal purposes;
 - Accessing the Internet for personal purposes;
 - Utilising any other Internet service or protocol for personal purposes after obtaining permission to do so from the Director of Finance and Resources.

4.2 Non-Acceptable Use:

Except in the course of an employee's duties or with the express permission of the school, the internet access provided may not be used for:

- personal commercial purposes;
- sending unsolicited bulk email;
- disseminating confidential information regarding the school;
- any illegal purpose;
- knowingly causing interference with or disruption to any network, information service, equipment or any user;
- disseminating personal contact information of officers or employees of the school without their written consent;
- knowingly causing any other person to view content which could render the school liable pursuant to equal opportunity or sex discrimination legislation at the suit of that person;
- downloading copyrighted material for distribution;
- knowingly downloading or requesting software or media files or data streams that the employee has reason to believe will use a greater amount of network bandwidth than is appropriate;

5 Network Services Provided

Wynstones provides full outbound access with NAT'ed IP addresses. In other words, you can access any services you normally do e.g. the Internet, your institution via VPN etc. However any servers running on your devices will not be accessible externally while connected to the Wynstones network.

6 Computer Systems

This section sets out guidelines for acceptable use of the computer equipment provided to employees of the school. This covers computers, both desktop and laptop, tablets (such as iPads) and 'smart' telephones, the primary purpose for which is to assist them in carrying out the duties of their employment. They may also use the equipment for reasonable private purposes which are consistent with this Policy. They may not use the equipment provided by the school in such a way as to significantly interfere with the duties of their employment, impact the primary operations of that equipment, impact the operations of other equipment within the school network environment or to expose the school to any cost or risk of liability

6.1 Acceptable Use:

Subject to the balance of this policy, employees may use the computer systems provided by the school for:

- work-related purposes;
- personal use provided that in each case, it is moderate in time, does not incur any cost to the school and does not interfere with the employment duties of the employee or his or her colleagues, then:
 - Using the provided software and hardware for reasonable personal purposes;
 - Extended use of systems for personal use after obtaining permission to do so from the Director of Finance and Resources of the school.

- for portable devices, extended personal use is acceptable as long as it is outside work hours does not incur any cost for the school and does not alter the equipment in a way which will interfere with it performing the tasks for which it was supplied.

6.2 Non-Acceptable Use:

Except in the course of an employee's duties or with the express permission of the school, the computer systems and equipment provided by Wynstones may not be used for:

- personal commercial purposes;
- any illegal purpose;
- knowingly causing interference with or disruption to any other network, information service, equipment or any user.

6.3 Unauthorised Equipment / Software

Computers (and associated systems) are like any machine and need to be managed and serviced appropriately. The addition of rogue software or hardware installed on to the schools' computer network and systems can have significant effect on the overall performance and stability of those systems. To stop this occurring, the users of systems or devices which have been supplied by Wynstones for work related purposes, must not, without express permission from the school:

- in any way modify the components of that systems / device;
- install or add additional hardware or equipment on to the computer network or a computer system / device;
- modify the software or hardware configuration of the computer system / device;
- connect USB storage to any computer device without being confident of its origin and completing relevant anti-virus checks on the device prior to use.

6.4 Intellectual Property

Any material produced utilising equipment provided by Wynstones remains the property the school. This includes but is not limited to:

- any and all documents produced;
- any data collected;
- any policies or programs produced.

6.5 Employer Access

All computer system facilities provided by Wynstones remain the property of the school. Wynstones reserve the right to monitor and access the contents of any computer storage provided to an employee.

7 Mobile Devices / Telephones

This section sets out guidelines for acceptable use of the mobile voice and data equipment provided to employees of Wynstones. This covers any device which has built in access to the Mobile telephone/data networks via a paid provider. This includes: mobile telephones, smartphones, mobile broadband units (USB and wireless) and mobile broadband enabled iPads, tablet computers and laptops. The primary purpose for which is to assist them in carrying out the duties of their employment. They may also use the equipment for reasonable private purposes which are consistent with this Acceptable Use Policy. They may not use the equipment provided by Wynstones in such a way as to significantly interfere with the duties of their employment, impact the primary operations of that equipment, impact the

operations of other equipment within the school network environment or to expose the school to any cost or risk of liability.

7.1 Acceptable Use

Subject to the balance of this policy, employees may use the mobile voice and Internet access provided by the school for:

- work-related purposes;
- personal use, provided that in each case, it is moderate in time, does not incur unreasonable cost to the school and does not interfere with the employment duties of the employee or his or her colleagues.

Note that for portable devices, extended personal use is acceptable as long as it is outside work hours does not incur any cost for the school and does not alter the equipment in a way which will interfere with it performing the tasks for which it was supplied.

7.2 Non-Acceptable Use

Except in the course of an employee's duties or with the express permission of the school, the mobile voice / data devices provided by the school may not be used for:

- personal commercial purposes;
- any illegal purpose;
- knowingly causing interference with or disruption to any other network, information service, equipment or any user.

7.3 Unauthorised Equipment / Software

Portable computer devices such as iPads and smartphones are like any machine and need to be managed and serviced appropriately. The addition of rogue applications or add-ons installed on to the devices can have significant effect on the overall performance and stability of the device. To stop this occurring, the users of these devices which have been supplied by the school for work related purposes, must not, without express permission from the school:

- in any way modify the components of that device;
- modify the software or hardware configuration of the computer system / device.

7.4 Employer Access

All devices provided by the school remain the property of the school and as such, the school reserves the right to monitor and access the usage and contents of any device provided to an employee, including call usage (destination and duration) and messaging, as part of any investigation and with the specific knowledge of the staff member.

8 Non Compliance

Wynstones will review any alleged breach of this Policy on an individual basis. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the school (for example, emailing confidential information of a resident), the employee shall be given an opportunity to be heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of the company the breach may be treated as grounds for dismissal.

Otherwise, an alleged breach may be dealt with as follows:

- initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach;
- if the breach is not desisted from or remedied, the school may either withdraw the employee's access to the system or provide a first warning to the employee, to which the employee shall have an opportunity to respond;
- if the infringing conduct continues the employee may be given a second and a third warning, to each of which he or she shall have an opportunity to respond;
- if a breach is committed after the third warning the employee may be dismissed;
- any costs associated to the non-compliance of this policy by an employee may at the discretion of the school be on-charged to that employee.