

## STAFF INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY & AGREEMENT

<b>Date approved by Trustees</b>	April 2018
<b>Date for next review</b>	April 2020
<b>Compliance lead</b>	Trust Head of MIS and Technical Services
<b>Agreed Policy file name</b>	Staff Information Technology Acceptable Use Policy & Agreement
<b>Agreed policy location:</b>	RMT website ( <a href="http://www.rmt.org">www.rmt.org</a> - public access) and RMT Information area\Policies and Procedures

### INDEX:

- AIMS OF THE POLICY
- DEFINITIONS
- ACCEPTABLE USE AGREEMENT
- STAFF DECLARATION

## 1. Aims

Ruskin Mill Trust (the Trust) seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching, research and innovation to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to staff of the Trust.

This Acceptable Use Policy is intended to provide a framework for such use of the Trust's IT resources. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to.

This policy is intended to ensure that:

- Staff will be responsible users and stay safe while using the internet and other communications technologies;
- Trust IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk; and
- Staff are protected from potential risk in their use of IT in their work.

The Trust provides an innovative and experiential education and residential provision for children and young adults aged 6 to 25 years with complex learning needs and also a provision in Darlington which supports adults from age 18. Within the College and School these young people are known as 'students' and will hereafter be referred to collectively as students.

References to staff includes current and former employees, workers, volunteers, apprentices, trainees, trustees/non-executive directors and consultants.

This Policy may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee's contract of employment (or contract for services) and is entirely non-contractual, all staff are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter.

## 2. Definitions

<p><b>The Trust</b></p>	<p>Includes the whole of the Ruskin Mill Trust group family of organisations: Ruskin Mill Trust Limited, Transform Residential Limited, Clervaux Trust Limited, Brantwood Specialist School Limited, Lantern Trading Limited and Sunfield Children's Homes Limited.</p>
<p><b>Trust Network</b></p>	<p>All computing, telecommunication, and networking facilities provided by the Trust, with particular reference to all computing devices, either personal or Trust owned, connected to systems and services supplied. (e.g. laptops, email,</p>

	VLE, mobile phones, cameras, USB sticks, iPads etc.)
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### 3. Acceptable Use Agreement

The Acceptable Use Agreement is written to ensure that you as a member of staff understand and agree to follow the principles in order to keep our systems and information safe.

I understand that I must use the Trust Network in a responsible way to ensure that there is no risk to my safety or to the safety and security of the Trust Network and other users.

For my professional and personal safety:

- I will **always** use CTRL+ALT+DEL to lock my workstation / laptop when leaving my computer unattended.
- Data saved in local My Documents, Desktop or C: Drive is not backed up. I understand not to use these areas and use dedicated workspace instead (typically W: drive).
- I understand that the Trust will monitor my use of the Trust Network, including email and other digital communications.
- I understand that the rules set out in this agreement also apply to the Trust Network when used off-site.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username or password, with two exceptions: -
  - when educational staff are supporting the student to log on with their student account to provide necessary support; and/or
  - when technical services have requested log on/password details to provide necessary technical support.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the Head Teacher, Principal, Head or Director or other leader of a Trust provision (hereafter referred to as a 'Provision Leader') and/or Department of Human Resources.
- I will only use the Trust Network for personal or recreational use within the policies and rules set down by the Trust, as follows: -
  - I may keep a small amount of personal data on the Trust Network, accepting that it is not private;
  - I may make reasonable use of my own personal email on the Trust Network, provided that it does not interfere with my work;
  - I may make reasonable personal use of the internet on the Trust Network, provided that it does not interfere with my work; and
  - provided I have first sought permission from a member of the SMT/SLT, I may occasionally use the Trust Network for personal printing purposes.
- I will take care of the IT equipment assigned to me and, in the event of any such equipment being mislaid, I will notify both the Department of Human Resources and IT Department immediately to ensure that any security precautions can be taken, including steps to mitigate any security data breaches.

I will be professional in my communications and actions when using the Trust Network:

- I will not access, copy, remove or otherwise alter or destroy any other user's files, without their consent.

- I will communicate with others in a professional manner, refraining from the use of aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that work related images are not stored in cloud services such as Facebook, Twitter, Instagram, Google Drive or Drop Box unless expressly permitted as a part of Trust activities.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the Trust's Image Use Policy. I will only use my personal equipment to record these images if it is password protected.
- I will only use chat, social networking and other social media in accordance with the Trust's Staff Use of Social Media Policy and Procedure.
- I will not engage in any online activity that may compromise my professional responsibilities or bring the Trust into disrepute.
- I will only communicate with students and parents/carers using official Trust systems. Any such communication will be professional in tone and manner.
- I will comply with the Trust's Data Protection Policy. If the data on any device is breached, I will report it to the Trust's Data Protection Officer immediately.
- I agree:
  - to keep mobile text (SMS) conversations to a minimum
  - to keep data charges to a minimum, using Wi-fi when using any Trust smartphone
  - not to send MMS (photo messages) as these will always incur a costly charge
  - not to call directory enquiries or other premium rate numbers as these will always incur a costly charge

and understand that excessive use of any of the above will be highlighted in the Trust's itemised bill and investigated.

The Trust has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Trust:

- I understand that the Trust Network may not be used directly or indirectly for the download, creation, manipulation, transmission or storage of: -
  - any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
  - unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise;
  - unsolicited "nuisance" emails;
  - material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the Trust or a third party;
  - material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
  - material with the intent to defraud or which is likely to deceive a third party;
  - material which advocates or promotes any unlawful act;
  - material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
  - material that brings the Trust into disrepute

and I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to any such materials.

- I will not open any attachments to emails/hyperlinks, unless the source is known and trusted, due to the risk of the attachment/link containing viruses or other harmful programmes.
- When I use my personal hand held / external devices (iPads/PDAs / laptops / mobile phones / USB devices etc.) for Trust business, I will follow the rules set out in this agreement in the same way as if I were using Trust equipment. I will ensure

that any such devices are protected by up to date anti-virus software and free from viruses.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, introduce data-interception, password-detecting or similar software or devices to the Trust's Network.
- I will not seek to gain unauthorised access to restricted areas of the Trust's Network.
- I will not carry out any hacking activities.
- I will not intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software to the Trust Network.
- I will not disrupt the correct functioning of the Trust Network, nor disable or cause any damage to Trust equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Trust's Data Protection Policy. Where personal data is transferred outside the secure Trust Network, it must be encrypted.
- I will immediately report any damage or faults involving Trust equipment or software to Technical Services, however this may have happened.

When using the internet in my professional capacity or for Trust sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- It is my responsibility to understand and comply with current copyright legislation.

I understand that I am responsible for my actions on and off Trust business:

- I understand that this Acceptable Use Policy applies not only to my work and use of Trust IT equipment on-site, but also applies to my use of Trust IT systems and equipment when off-site and my use of personal equipment on-site or in situations related to my employment by the Trust.
- I understand that if I fail to comply with this Staff IT Acceptable Use Policy and Agreement: -
  - The Trust may restrict or terminate my right to use the Trust Network; and/or
  - I could be subject to disciplinary action in accordance with the Trust's disciplinary and dismissal procedure. This could include a warning, a suspension, a dismissal and, in the event of illegal activities, the involvement of the police.

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#### **4. STAFF DECLARATION:**

I have read and understood the above (Staff Information Technology Acceptable User Policy and Agreement dated April 2018) and agree to use the Trust Network and my own devices (when on-site and when carrying out communications related to the Trust) within these rules.

Name:

Signed:

Dated:

Please return this confirmation to the Department of Human Resources