Kincraig Primary School and Nursery

Email, Internet and Network Usage Policy

Last Updated September 2023

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E-mail, Internet and Network Usage Policy

INTRODUCTION

Kincraig Primary School and Nursery provides e-mail and Internet access to authorised users. This policy must be adhered to by all authorised users and is essential to clarify our commitment to ensuring compliance with the law and that it takes all practical steps to maintain the integrity of its investment in information and communication technology.

Violation of any of the terms of this acceptable use policy may result in a user's e-mail, Internet and network services being modified, suspended or revoked. The conduct may result in disciplinary procedures or in extreme cases legal action will be taken.

The policy is mandatory and is applicable to all children, and school staff using Kincraig's computer network and/or equipment. You are also required to comply with the list of 'DO's' and 'DON'TS' listed in section 3 of this Policy.

RESPONSIBILITY

Individual's responsibility

E-mail
Electronic mail is common place and is a facility that can provide a collective benefit to all areas of our school. Each member of staff on entry to the school is allocated a specific school email address that should always be used when dealing with work-related information. To be effective it should be free of unnecessary restriction so as to provide sufficient incentive for it to become a natural means of communication. However, it is important to note that e-mail carries authority equivalent to a letter. For this reason, it is essential that you fully understand your obligations to use this service in a responsible fashion and comply with the Data Protection act 2018

Do think before you send an e-mail, always be courteous and responsible.

E-mail DON'Ts
- Do not send messages that are, or could be perceived as aggressive, abusive, threatening, obscene, defamatory, racist, sexist, discriminatory, pornographic, offensive or otherwise inappropriate.
- Do not use e-mail instead of an official form (either electronic or manual).
- Do not accept e-mail authorisation for any significant action without keeping a copy as a proof.
- Do not send e-mail in capital letters - this can be intimidating.
- Do not use e-mail where a face-to-face meeting would be more appropriate.
- Do not send or forward any malicious or chain letter or otherwise harass by e-mails.
- Do not send messages that can be taken as a legal commitment or contract unless you have authority to do so.

- Do not send large attached files without first checking this with ICT Customer Service. Large would be anything over 2 megabytes.
- Do not print e-mails unless a hard copy is essential.
- Do not open e-mail from unknown sources: please check with the anti-virus procedure for more information
- Under no circumstances must emails be sent from an account that the user does not have the authority to send from as this is an offence under the Computer Misuse Act 1990. Staff must be vigilant and not use their own personal devices to access or send work related emails from. All teaching staff are provided with school equipment and this should be used when accessing work-related emails.

You should note that random monitoring may take place, and without notice, management may view your account. Authorised access to your e-mail account will be permitted without your agreement, on approval from your line manager.

INTERNET

The Internet is a worldwide network of computers that contains millions of pages of information. The growth of the Internet has been phenomenal and its uses are evolving all the time, however, it is essential that you fully understand your obligations to use this service in a responsible fashion.

Internet DOs:
- Do take care when using information available on the Internet - you need to ensure that the source of information you are using is genuine and up-to-date.
- Do remember that possession of certain material may be a criminal offence and/or disciplinary matter.
- Do report all incidents of inappropriate sites (e.g. it is likely that some sites will be accessed in error, as it is not always possible to identify the site content from its title) to the ICT Co-ordinator.
- Do familiarise yourself with using the Browser to maximise efficient use.

Do make full use of the Internet as it is an excellent source of information and share useful sites with colleagues.

Internet DON'Ts
- Do not infringe copyright, If in doubt seek legal advice.
- Do not subscribe to any service unless specifically authorised.
- Do not use the Internet service to access politically sensitive, potentially offensive or criminal information (e.g. pornography, racist, or terrorist propaganda
- Do not post any information on the Internet of a confidential and sensitive nature.
- Do not download and install additional Windows software such as Kazaa which could potentially infect the Network with a potentially dangerous virus.
- Do not download or distribute 'pirated' software or data.
- Do not disable or overload any computer system or network or circumvent any system intended to protect the privacy or security of another user.

You should note that Internet usage is randomly monitored.

MANAGER'S RESPONSIBILITY

E-mail and Internet

It is your responsibility: -
- To ensure that your staff understands the implications set out in this policy.
- To actively encourage the use of electronic services within the duties of staff.
- To take action, including where appropriate action in accordance with the disciplinary code and procedure, when you suspect there may be a breach in policy.
- To identify and address training needs with staff.
- To ensure that when staff leave that you notify ICT Services so they can de-activate their account.

KINCRAIG PRIMARY SCHOOL'S RESPONSIBILITY

E-mail and Internet

Kincraig Primary School may at its discretion: -
- Where appropriate, to report to police (if necessary without consultation with the individual(s) concerned) any activities Kincraig Primary School and Nursery may have reason to consider illegal.
- Audit the use of e-mail and Internet access as it deems necessary.
- Use its reasonable endeavours to take all the appropriate security measures to comply with legislation and best practice.
- Apply such filters to block access to sites as it considers, in its absolute discretion, inappropriate.

Personal use

ICT equipment and systems are provided for official work of Kincraig Primary School and Nursery. Reasonable use of computer facilities for non-official purposes may be allowed in your own time, subject to the rules and standards set out in this document. The term reasonable cannot be fully defined and as such is open to a degree of interpretation. It is in this interpretation that users must exercise good judgement, as an abuse of such facilities could lead to disciplinary action against the individual or group involved and may result in the privilege being withdrawn for all.

Only store personal files on your own removable disks that have been fully virus checked. High volume printing is not permitted.

Disciplinary Action

You are warned that any misuse or abuse of computer facilities may result in disciplinary action being taken. Where this is found to constitute gross misconduct, it could lead to dismissal.

There is an obligation on all employees to become familiar with the disciplinary policy and to observe the rules and guidelines set out. Ignorance of these guidelines will not be considered to be a reasonable defence.

Legal Action

Kincraig Primary School and Nursery will use its reasonable endeavours to comply with the law as it refers to any of the facilities that are, or may become, available to users. In addition, Kincraig Primary School and

Nursery will endeavour to observe best practice and operational guidelines that have been published in respect of such facilities by any relevant professional body.

Where potential criminal activity is suspected, Kincraig Primary School and Nursery may, where appropriate, refer the matter to the Internal Audit and to the Police for potential investigation. Any referral of this kind may be accompanied by internal disciplinary proceedings.

Confidentiality and Access

You must not share your username and password with anyone unless authorised. This should only be necessary in extreme circumstances. If essential, access to an account can be arranged by ICT Services.

If you use the Google Mail service then please remember to log out after every visit, as this is a potential security risk for access to your e-mail account.

Intellectual Property (including Copyright) and Confidential Information

Material on the Internet and the Intranet are treated in law as being no different from material published in other media. In fact, as it has world-wide access, there can be no certainty as to which country's laws may apply.

The following points may be worth noting:
- If you have a very good reason for not wishing your material to be used by others, do not publish it on the Internet or even the Intranet.
- The Intranet and the Internet are not secure mediums and should not be used for the transmission of confidential or sensitive material.
- Alternatively prepare your material in such a way that you can publish the main information on the Intranet/Internet and retain control of sensitive information by making it available upon request (e-mail).
- Material published on the Internet attracts copyright in the same way as it does on paper and so users must ensure that they do not infringe those rights by distributing or otherwise reproducing the work without first obtaining the authors permission.
- The Authority will retain copyright in any material produced in the usual or normal course of an employee's employment.

Kincraig Primary School E Mail, Internet, Intranet Access and Twitter Code of Practice

- Our pupil's will be expected to access information and curriculum resources from the internet.
- The internet will be filtered for unsuitable material using resources provided by the internal firewall. The filtering system will be constantly updated to provide maximum protection.
- School websites will be hosted on the internal server.
- On our website, if a pupil is named we avoid using their photograph and if a photograph is used, avoid naming the pupil.
- Individual, general classroom or group activity images may be used but these are never captioned with the pupil's names.

- Never display or reveal personal details of pupils or staff such as e-mail addresses, home addresses and numbers on the school web site.
- Pupils will only be given an e-mail account that is provided as part of our intranet and can be monitored in its use by staff in school and if necessary by the management.
- The school will control access to any pupil email and will decide whether a child should have a school email or whether a pupil will retain the right to have an email account.
- Parents will be able to request a copy of the school's policy towards the use of the internet, school websites and email for pupils.
- All teachers are made aware of any children whose parents or guardians do not want them on the internet and we strictly adhere to this.

Policy last updated 01/09/23

The Internet and Email Policy at Kincraig Primary School and Nursery will be reviewed and modified on a regular basis at least every two years or when legislation makes this necessary.

It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.

Name of person responsible for policy – Mr Richard Aspden

Signed: _____

Date	Proposed Amendment	Signed

8.   GLOSSARY

Authorised User	A person who has been given permission by the Kincraig Primary School to use the Internet or e-mail facilities.
Browser	A Browser consists of a set of instructions (known as a program) that provide you with common facilities used on the Internet, such as back, forward, print, and home and allow you to enter the address of an Internet / web site that you want to access.
Byte	The <u>smallest</u> unit of measurement for data / information stored on a computer or floppy disk. One (1) byte stores one character.
Defamatory	A defamatory statement is one, whether oral or written and whether of fact or opinion, which tends to damage the reputation of another individual or company. It is a defence to a defamation claim if the statement was true, fair comment or privilege.
E-mail	Electronic Mail (e-mail) is a way of sending messages between people using computers. For the purposes of this policy, the term electronic mail (e-mail) includes messages sent via Microsoft Outlook, the Internet or any other electronic mailing / messaging facility.
Font	A set of characters and symbols in a particular style of type.
Hyperlink	Underlined words and phrases or pictures that you click on to show related information or a "linked" web site.
ICT	Information and Communication Technology.
Interactive TV	Digital television that allows you to connect to a number of Internet facilities and web sites, send and receive simple e-mail messages, order goods or services and join in competitions.
Internet	The Internet is a network of thousands of computers linked together around the World.
Intranet	This is an information service provided within the Kincraig.

Primary School that is only available to those connected to (logged on to) the Kincraig Primary School's computer network. It has similar features and facilities to the Internet.

Megabytes (Mb)	A unit of measurement for data / information stored on computers and floppy disks. A megabyte consists of approximately 1 million bytes, which is the equivalent of 1 million characters or 180,000 words, an average novel.
Network	A means of linking a number of computers together. Within a building, computers will generally be linked via special cables. Between buildings or different towns or countries, this is often by telephone lines.
Out of Office Assistant	Out of Office Assistant automatically tells people who send you messages that you are away from the office, when you will be back, who to contact or what to do in your absence. This is done via a message that you type in before you switch this facility on.
Outlook Web Access	A version of Microsoft Outlook that can be used through the Internet (web).
PC	Personal Computer.
Read Receipt	Used in Microsoft Outlook when you want to be notified of when a sent e-mail message has been read. If this facility is used, Outlook generates an automatic "reply" containing details of the date and time that the message was read.
Web Site	An area provided by organisations and companies that allows others to view information that they have made available.
WWW (or the Web)	The World Wide Web. A facility available on the Internet to view information in an easier format and that provides links to related information.