

Title	ICT Acceptable Usage Policy
Policy Owner	Director of IT
Effective Date	July 2015
Last Revised	June 2023
Next Review Date	June 2026

1. Scope

The policy and procedure set out in this document applies to all Trustees and Governors, and to all staff employed by United Church Schools Trust ("UCST") and United Learning Trust ("ULT") including teaching, non-teaching, fixed term, part-time, full-time, permanent and temporary staff.

2. Policy Acceptance

All employees must read and confirm that they agree to abide by this Acceptable Use Policy before they can be allowed to use devices or services provided by or on behalf of United Learning. All employees will be required to review and confirm their ongoing acceptance of this policy via an annual renewal form.

By completing the relevant section of the Annual Renewal form you agree to the following:

- a. An authorised representative of the Group may view, with just reason and without notice or notification, any communications you send or receive, material you store on the Group's computers/ services or logs of websites you have visited. This data, regardless of where hosted, belongs to United Learning at all times. It is the Group's policy not to view colleagues' emails without good cause.
- b. You will only access those services/ aspects of services which you have been given permission to use.
- c. You will not use United Learning resources to operate your own business.
- d. You will not attempt to remove any of the security measures put in place by United Learning to ensure the integrity of its services, the security of its data or the appropriateness of employee activity.
- e. Any communication from a United Learning related account (email, social media) or account which identifies you as belonging to United Learning will be appropriate in tone and content.
- f. You will exercise caution when sending information via email to ensure that it is addressed to the correct recipient(s) and is the correct information (particularly when attaching documents). Personal data (that by which an individual could be identified) must not be transferred to other recipients unless encrypted or password protected, in line with the requirements of Data Protection legislation.
- g. You will not transfer United Learning data outside of the organisation's systems except via Group email or encrypted media. This includes the use of cloud storage and personal email accounts. *For example, saving files to Dropbox or emailing them to a personal Hotmail account may resolve logistical problems you are having but run the risk of those data leaving United Learning's control.*
- h. You will not use non-United Learning systems to carry out any work-related activities, or communications about work, which contain personal or identifiable information about staff or pupils.* *For example, using a WhatsApp group to discuss HR issues or pupil behaviour.*



- i. You will not use non-United Learning systems to communicate with pupils, prospective pupils or their parents about school-related activities, in line with the annual staff-student relationship letter.
- j. You will use the Internet and other services for appropriate activity only. United Learning considers inappropriate activities to include gambling (outside of workplace Lottery syndicates), pornography, accessing the dark web, and sites promoting views which run counter to the organisation's ethos.
- k. You will not share your access credentials with anyone. Delegated access to calendars/ email should be granted to administrative support staff, where required.
- l. You will not download, use, distribute or otherwise communicate any material which, in so doing, infringes copyright.
- m. The use of language deemed aggressive, offensive or intimidating is not acceptable. You must not write anything on a website or send by email or other medium anything which could be reasonably be deemed offensive.
- n. Use of a personal device to access any United Learning data is permitted, subject to the acceptance of the separate Bring Your Own Device policy.
- o. Breach of this policy may result in disciplinary action.

*Staff must only use United Learning approved communication tools when discussing work or work related issues as the ICO (Information Commissioners Office) deem that private emails and messages when used for work purposes/communications are considered to be held by the organisation. Individuals would therefore be required to provide copies of these when United Learning responds to Subject Access Requests and Freedom of Information Act requests.

