



Cambridge International School

Information and Communication Technology Policy

Policy reviewed by: Philippa Mills

Review date: September 2017

Next review date: September 2018

‘School’ refers to Cambridge International School; ‘parents’ refers to parents, guardians and carers. This is a whole school policy, which also applies to the Early Years Foundation Stage.

Introduction

The extensive use of computers and other ICT equipment is an increasing facet of the effective provision of education. Computers are widely used for administration purposes, for communications and increasingly as a teaching aid, in all aspects of the curriculum. ICT systems represent a powerful facility for the enhancement of teaching and learning, but can be vulnerable to accidental or deliberate misuse. This Policy sets out Cambridge International School’s guidelines on the use of ICT systems and the consequences of failure to comply with the Policy.

The Policy applies to all Cambridge International School employees, contractors, consultants, agents and any other persons who at any time use or have access to e-mail or the internet during the course of their employment or business dealings with the School, whether such use takes place on the School’s premises or elsewhere.

In respect of Cambridge International School employees, the Policy forms part of each employee’s contract of employment. In respect of other Users, the Policy forms part of the contractual relationship between Cambridge International School and the User.

System Integrity and Support

All establishments have support systems in place to manage system changes and breakdowns. CIS have trained staff to give this support. All users will be informed of their local support arrangements. These should always be used whenever there is a need to move equipment, add additional facilities, equipment, peripherals or software. Unless it is part of their job description, users are not permitted to make any changes to the setup of their computer and must not attempt to download or install application software from the internet or via e-mail.

Users must not disconnect PCs or other ICT equipment from each other, from the mains supply or from network connection points; doing so may corrupt data stored on the system or the current work of other users. Users should always contact ICT support if there is a need to move any piece of ICT equipment for any reason.

Data Security

The computer system and its networks are provided for School business purposes. You should not create personal files or store personal data on the system, particularly music or video files which consume large amounts of storage space and data transmission capacity. The School cannot guarantee that any personal data stored on its systems will be backed up, protected from unauthorised access or will be available for retrieval by its creator.

This document should be read in conjunction with the CIS E-Safety Policy.

Passwords

Passwords will be required for various applications and access to systems. For system security these passwords will be required to be changed from time to time. Passwords must have at least 8 characters, including at least one capital letter and one numeric digit.

It is the responsibility of all users to ensure that personal passwords are not shared or disclosed to any other users. If any user believes that someone else knows his/her password, he/she should change it immediately. **Students or staff should not share their password for any reason.** There may be times, such as holidays or other periods of extended absence when it would be useful for other users to have access to data that is stored in another user's area. This should not be done by sharing passwords. Each network file server has a public folder, which all (staff) users can access. Documents which are not confidential can be stored or copied here and accessed by other users. If a user wishes to share confidential work with one or more trusted colleagues, the system administrator can create a private shared space which only nominated people can access where confidential files may be shared.

Viruses Viruses can be introduced into the School's systems and networks or transmitted to a third party's system by sending and receiving e-mail and by using the Internet. The deliberate introduction of a virus is a criminal offence. Accidental introduction of viruses may, in certain circumstances, give rise to a claim against the School. All users must take all reasonable steps to ensure that no viruses are transmitted and must follow the School anti-virus procedures.

Viruses may also be introduced when data is imported to the School's systems using memory sticks and similar devices. Any user (staff or student) who imports material prepared on their personal computer equipment or other third party system must ensure that the system used to prepare or amend the material is fully protected by a recognised anti-virus programme, which is kept fully up-to-date.

Privately owned equipment (laptop computers, MP3 players, digital cameras, etc.) must not come into contact with the network. Users (staff or student) must not attempt to

connect any of their own personal equipment direct to network connections or to connections on School owned computers. This restriction applies to hardwired connections to data sockets and connection via wireless access points where these exist.

E-mail and Internet Access

The use of e-mail and the Internet are efficient and cost-effective ways of communicating and obtaining information. If properly used, such means of communication are an invaluable educational and business tool. However, improper or inappropriate use of e-mail and the Internet can have an adverse effect on the School's business. Such use can also have serious legal consequences.

All e-mails should carry the following corporate disclaimer:

This communication is from Cambridge International School

This message contains information, which is confidential and may also be privileged. It is for the exclusive use of the intended recipient(s). Please note that any distribution, copying or use of this communication or the information in it without the authority of the School, is strictly prohibited.

If you have received this communication in error, please notify postmaster and then delete the message & any copies of it.

Any email attachment may contain viruses, whilst reasonable precaution has been taken to minimize this risk, we cannot accept liability for any damage which you sustain as a result of any viruses. You should therefore carry out your own virus checks before opening any attachment.

Please keep your anti-virus software up to date as hundreds of new viruses are discovered each week.

Holidays and Absence

At most locations the e-mail system includes the facility for an automatic message to be sent to correspondents when the user is away from his/her workplace. This facility is useful to advise senders that there will be a delay until they receive a response. If this facility is provided, it must be used whenever you the user is away from his/her workplace for more than one day. It is accessed through the menu system <Tools/Out of Office Assistant>; if this option is not shown on the user's system, then the facility is not available.

Authorised Personal Use

Users (staff and students) are entitled to make reasonable personal use of e-mail and Internet facilities outside normal working hours, e.g. lunchtimes. Such use must be consistent with this policy. The School reserves the right to discontinue this entitlement

for all or some employees/students if it views the use of email and Internet facilities as excessive or inappropriate.

Users are reminded that any personal use of e-mail cannot be considered private and may be subject to monitoring in accordance with this Policy. Users must make their own arrangements to save electronic or paper copies of their personal e-mails; the School does not accept any responsibility for the safe storage of personal e-mails, which may be deleted at any time.

Unauthorised Use

Cambridge International School's computer systems and networks, and provision of e-mail and Internet facilities, must not be used for the creation, transmission, downloading, browsing, viewing, reproduction or accessing of any image, material or other data of any kind which:

- is illegal, obscene, pornographic, indecent, vulgar or threatening;
- contains unacceptable content, including but not limited to, sexually explicit messages, images, cartoons, jokes, or unwelcome propositions, or any other content which is designed to cause or likely to cause harassment or provocation of any other person or organisation based on sex, sexual orientation, age, race, national origin, disability, religious or political belief;
- is defamatory, slanderous or libellous;
- deliberately introduces viruses into the e-mail or internet systems of the partnership or any other party or is designed to deliberately corrupt or destroy the data of other users;
- conflicts with Cambridge International School's commercial interests;
- infringes or may infringe the intellectual property or other rights of the School or those of a third party;
- is part of a chain letter, "junk mail" or contains unsolicited commercial or advertising material;
- violates the privacy of other users;
- is in breach of the duty of confidentiality which the School owes to the pupils, students and members of staff of its School.
- disrupts the work of other users.

Users must not send e-mails, which make representations, contractual commitments, or any other form of statement concerning the School unless they have specific authority from the School to do so. Users must not register School e-mail addresses on internet lists or websites inviting downloads, automated e-mail or remote access. Cambridge International School must do all it can to ensure that any inappropriate or unsuitable sites are blocked from the system.

Confidentiality

All School information exchanged by the means of e-mail is subject to confidentiality. No information gained through e-mails may be disseminated or passed to third parties for whom it was not intended by the originator of the e-mail. If an e-mail is misdirected and a user receives an e-mail which was not intended for him/her, he/she must at once notify the originator with information about the circumstances in which he/she received it. In no circumstances may such an e-mail be forwarded to another, except as part of an investigation into the causes of the misdirection.

E-mails to recipients external to the School will carry an automatic disclaimer to protect the interests of the originator and of the School. Internal e-mails between two staff members of Cambridge International School will not carry such a disclaimer. The proper use of internal e-mails is governed by this Policy; any improper use of information contained within an internal e-mail will be considered gross misconduct.

Privacy and Monitoring

Cambridge International School may:-

- i) monitor and record any e-mails which are transmitted over its computer system;
- ii) monitor or record the use of the internet by employees/students, and the nature of material downloaded from the internet;
- iii) monitor or record any use of computer equipment and user sessions.

for the following reasons:-

- To ascertain whether the School's practices, policies and procedures (including this ICT Use Policy) have been complied with;
- To investigate or detect the unauthorised use by any employee's/student's computer system;
- To secure the effective operation of the School's computer system;
- To determine whether any communication has been made which relates to the business of the School; or
- For the purpose of preventing or detecting crime.

Any e-mails sent by employees/students may, therefore, be intercepted and monitored by the School for any of the above reasons. Accordingly, any messages, which are sent are not private. If a user wishes a message to be confidential, or if he/she wishes any Internet access to be confidential, he/she should not use the School's system.

Failure to comply with the Policy

Any failure on the part of an employee/student of Cambridge International School to comply with the Policy may result in disciplinary action being taken by the School. Depending upon the severity of the offence a breach of the Policy may be considered gross misconduct, which could result in dismissal.

Any failure to comply with the Policy on the part of a User who is not an employee may result in the immediate termination of the contractual or other relationship between that person or organisation and the School.

Any unauthorised use of e-mail or the internet by a user which the School, at its sole discretion, considers may amount to a criminal offence shall, without notice to the user concerned, be reported to the police or other relevant authority.

Interpretation

In this policy the term “senior manager” means the school Principal and her designated deputies.

This policy applies in all Schools and other work environments within the Partnership.

This policy applies within all companies, which are wholly owned subsidiaries of International Schools Partnership Services Limited, a company registered in England, registered number 08652527, and the terms

“Partnership” and “Company” should be interpreted accordingly, dependent on the employing company.

The registered office of all companies is One Fleet Place, London, EC4M 7WS. Any enquiries regarding the application of this policy should be addressed to the Managing Director at 8th Floor, 101 Wigmore Street, London, W1U 1QU.