



Acceptable Use Policy

(please note that any reference to GDPR may be subject to change as the Data Protection Bill progresses)

This policy is applicable to: the Wolds Learning Partnership (WLP)

Version 1.0

<p>Important: This document can only be considered valid when viewed on the website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p>	
<p>Name of Responsible Committee/Individual:</p>	<p>LGB & Board of Trustees</p>
<p>Monitoring</p>	<p>This policy will be monitored and reviewed by the relevant body</p>
<p>Implementation Date:</p>	<p>May 2019</p>
<p>Review Date:</p>	<p>May 2020</p>
<p>Target Audience:</p>	<p>All Employees, Pupils, Students, Parents, Contractors, Visitors and Agency, Casual or Temporary Staff</p>
<p>Related Documents</p>	<p>Privacy Notice – Pupils and Parents Records Management Policy</p>
<p>References</p>	



Introduction

In May 2018 the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) became enforceable across the United Kingdom. As part of Wolds Learning Partnership's programme to comply with the new legislation it has written a new suite of Information Governance policies.

The Acceptable Use policy governs the use of the Trust's corporate network that individuals use on a daily basis in order to carry out business functions.

This policy should be read in conjunction with the other policies in the Trust's Information Governance policy framework and the Acceptable User Policy individual to schools for dissemination of information to pupils.

Scope

All policies in Wolds Learning Partnership's Information Governance policy framework apply to all School employees, any authorised agents working on behalf of Schools within the Trust, including temporary or agency employees, and third party contractors. Individuals who are found to knowingly or recklessly infringe these policies may face disciplinary action.

The policies apply to information in all forms including, but not limited to:

- Hard copy or documents printed or written on paper,
- Information or data stored electronically, including scanned images,
- Communications sent by post/courier or using electronic means such as email, fax or electronic file transfer,
- Information or data stored on or transferred to removable media such as tape, CD, DVD, USB storage device or memory card,
- Information stored on portable computing devices including mobile phones, tablets, cameras and laptops,
- Speech, voice recordings and verbal communications, including voicemail,
- Published web content, for example intranet and internet,
- Photographs and other digital images.

Email and Instant Messaging Use

The Trust schools provide email accounts to employees to assist with performance of their duties. The Trust schools also allows employees to use its instant messaging service. For the benefit of doubt Instant Messages are classed as email communications in this policy.

Personal Use

Whilst email accounts should primarily be used for business functions, incidental and occasional use of the email account in a personal capacity may be permitted so long as:

- Personal messages do not tarnish the reputation of the Trust or schools within it,
- Employees understand that emails sent to and from corporate accounts are the property of the Trust,
- Employees understand that Trust management may have access to their email account and any personal messages contained within,
- Employees understand that the Emails sent to/from their email account may have to be disclosed under Freedom of Information and/or Data Protection legislation,
- Employees understand that the Trust reserves the right to cleanse email accounts at regular intervals which could result in personal emails being erased from the corporate network,



- Use of corporate email accounts for personal use does not infringe on business functions.

Inappropriate Use

The Trust does not permit individuals to send, forward, or solicit emails that in any way may be interpreted as insulting, disruptive, or offensive by any other individual or entity. Examples of prohibited material include, but are not necessarily limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files,
- Unwelcome propositions,
- Profanity, obscenity, slander, or libel,
- Ethnic, religious, or racial slurs,
- Political beliefs or commentary,
- Any messages that could be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.

Other Business Use

Users are not permitted to use emails to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of Trust management.

Email Security

Users will take care to use their email accounts in accordance with the Trust's information security policy. In particular users will:

- Not click on links in emails from un-trusted or unverified sources,
- Use secure email transmission methods when sending personal data,
- Not sign up to marketing material that could jeopardise the Trust or individual school IT network,
- Not send excessively large email attachments without authorisation from Trust management and the Trust IT provider.

Group Email Accounts

Individuals may also be permitted access to send and receive emails from group and/or generic email accounts. These group email accounts must not be used in a personal capacity and users must ensure that they sign each email with their name so that emails can be traced to individuals. Improper use of group email accounts could lead to suspension of an individual's email rights. Network Manager will have overall responsibility for allowing access to group email accounts but this responsibility may be devolved to other individuals.

The Trust may monitor and review all email traffic that comes to and from individual and group email accounts.

Internet Use

The Trust provides internet access to employees to assist with performance of their duties.

Social Media Use

The Trust recognises and embraces the benefits and opportunities that social media can contribute to an organisation. The Trust also recognises that the use of social media is a data protection risk due to its open nature and capacity to broadcast to a large amount of people in a short amount of time.



Corporate Accounts

The Trust has a number of social media accounts across multiple platforms. Nominated employees will have access to these accounts and are permitted to post general information about the Trust. Authorised employees will be given the usernames and passwords to these accounts which must not be disclosed to any other individual within or external to the organisation. Network Manager will have overall responsibility for allowing access to social media accounts.

Corporate Social Media Accounts must not be used for the dissemination of personal data either in an open forum or by direct message. This would be a contravention of the Trust's information governance policies and data protection legislation.

Corporate Social Media Accounts must not be used in a way which could:

- Tarnish the reputation of the Trust,
- Be construed as harassment or disparagement of others based on their sex, gender, racial or ethnic origin, sexual orientation, age, disability, religious or philosophical beliefs, or political beliefs.
- Be construed as sexually explicit,
- Construed as political beliefs or commentary.

Personal Accounts

The Trust understands that many employees will use or have access to Personal Social Media Accounts.

Employees must not use these accounts:

- During working hours,
- Using corporate equipment,
- To conduct corporate business,
- To contact or approach clients, customers, or partners of the Trust or its schools.

Telephone and Skype Use

The Trust and schools within it provides email accounts to employees to assist with performance of their duties. The Trust also allows employees to use Skype for Business. For the benefit of doubt Skype calls are classed as telephone calls in this policy.

Personal Use

Whilst the telephone should primarily be used for business functions, incidental and occasional use of the telephone in a personal capacity may be permitted so long as:

- Usage does not tarnish the reputation of the Trust,
- Employees understand that Trust management may have access to call history,
- Employees understand that the Trust reserves the right to suspend telephone usage at any time,
- Use of the telephone for personal use does not infringe on business functions.

Inappropriate Use

The Trust does not permit individuals use the telephone in a way that may be interpreted as insulting, disruptive, or offensive by any other individual or entity.

Other Business Use

Users are not permitted to use the telephone to carry out their own business or business of others. This includes, but not necessarily limited to, work for political organisations, not-for-profit organisations, and private enterprises. This restriction may be lifted on a case by case basis at the discretion of Trust management.