



Cheddon Fitzpaine Church School

IT Technician Computer, email and internet Acceptable Use Policy

The school IT Technician (or person given similar responsibilities) is placed in an exceptional position of trust. Many of the duties that the Headteacher expects the IT Technician to complete are against the Staff Acceptable User Policy of the school.

This document is not a job description but an addition to the Staff Acceptable User Policy that allows the IT technician to fulfil these duties.

Areas of concern are that:

- Files may be created, imported or processed by staff and pupils and stored on the school's servers or other storage systems (e.g.USB memory sticks, SD cards etc.) that might be of an inappropriate nature to the school setting. Inappropriate use includes any production, processing or transmission of offensive, provocative, racist, unethical, irreligious or anti-social materials in any format. Also included in this area are any materials that are against the rules and conditions of service for the school e.g. material that might bring the establishment into disrepute. Work created during the school's time or on the school's equipment or on one's own equipment but for school work, belongs to the school.
- User accounts will need to be created and serviced meaning that there may be access to these accounts by the IT technician.
- Through work within the school's administration network the IT Technician may be placed in the position of assisting in the processing of confidential information including children's health or MIS data, confidential letters or information from or to senior staff, budgeting plans etc.
- The IT technicians will have an enhanced level of access, through specific user names and passwords , (sometimes through remote workstations) to the schools network.

Because of these areas of concern the IT Technician will :

- be responsible for monitoring the school's network.
- have permission to access other user's files.
- protect the users by maintaining suitable filters and protection for the school.
- monitor the internet use of users within the school.
- be aware of the laws relating to the use of computers especially those around Data Protection, Copyright and those referred to in the school's e-Safety Policy and AUPs.
- ensure that they record all enhanced level user names and passwords for all the services they access in a place where the senior leaders in the school can securely access them.
- have their use of the school's network, internet and other aspects of their work open for scrutiny.
- Not use their enhanced level user name and password for day to day activities, (eg. Email, internet)

To enable them to discharge these duties they will:

- receive training on the sensitive nature of their job especially in relation to Data Protection and the confidentiality of information.
- have an agreed procedure for managing the internet filter. This should include a log of decisions made.
- have an agreed understanding of what is expected of them as far as the regular monitoring of the network system and internet.
- have agreed procedures for reporting incidents.
- log any incidents including minor ones that are quickly resolved.
- be careful to make sure that they are observed when investigating serious incidents to make sure that they are protected against any allegations that could arise (e.g. never open websites that are suspected of having inappropriate material unless others are present).
- have frequent meetings with their line manager to report on any issues or trends.

As an IT Technician (or a person who has similar responsibilities) I have read the above document and understand that I will be directed by senior staff to complete work outside of the Staff Acceptable User Policy.

I will report all concerns I have to the appropriate member of Senior Management.

I have read and understand the above and agree to use the school IT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date