



THE PRIORY PRIMARY ACADEMY TRUST PTA	DATE AGREED	NOVEMBER 2020
POLICY AND PROCEDURE STATEMENT	REVISION DATE	NOVEMBER 2021
 <h1 style="margin: 0;">The Priory School PTA</h1> <p style="margin: 0;"><i>Help Us To Help The Children</i></p> 		
<h2 style="margin: 0;">Acceptable Use of ICT Policy</h2>		
CHAIR OF PTA COMMITTEE	BEN CANDY	
SECRETARY OF PTA COMMITTEE	SIMONE WHITE	
TREASURER OF PTA COMMITTEE	CARA ROGERS	

1. Introduction and aims

Information and Communications Technology (ICT) has become an integral part of the way our PTA works.

However, the ICT resources and facilities our PTA uses also pose risks to data protection, online safety and safeguarding.

This policy aims to:

- Set guidelines and rules on the use of PTA ICT resources
- Establish clear expectations for the way all members of the PTA community engage with each other online
- Support the PTA's policy on data protection and safeguarding
- Prevent disruption to the PTA through the misuse, or attempted misuse, of ICT systems

2. Relevant legislation and guidance

This policy refers to, and complies with, the following legislation and guidance:

- [Data Protection Act 2018](#)
- [The General Data Protection Regulation](#)
- [Computer Misuse Act 1990](#)
- [Human Rights Act 1998](#)
- [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#)
- [Education Act 2011](#)
- [Freedom of Information Act 2000](#)
- [The Education and Inspections Act 2006](#)
- [Keeping Children Safe in Education 2018](#)
- [Searching, screening and confiscation: advice for schools](#)

3. Definitions

- **“ICT facilities”**: includes all facilities, systems and services including but not limited to network infrastructure, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the ICT service
- **“Users”**: anyone authorised by the PTA and school to use the ICT facilities.
- **“Personal use”**: any use or activity not directly related to the users’ employment, study or purpose
- **“Authorised personnel”**: employees authorised by the PTA and school to perform systems administration and/or monitoring of the ICT facilities
- **“Materials”**: files and data created using the ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites, and blogs

4. Unacceptable use

The following is considered unacceptable use of the PTA’s ICT facilities by any member of the school community. Any breach of this policy may result in disciplinary or behaviour proceedings (see section 4.2 below).

Unacceptable use of the PTA’s ICT facilities includes:

- Using the PTA’s ICT facilities to breach intellectual property rights or copyright
- Using the PTA’s ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- Breaching the PTA and school’s policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Activity which defames or disparages the PTA and school, or risks bringing the PTA and school into disrepute
- Sharing confidential information about the school, its pupils, or other members of the school community
- Connecting any device to the school’s ICT network without approval from authorised personnel
- Setting up any software, applications or web services on the school’s network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
- Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school’s ICT facilities
- Causing intentional damage to ICT facilities
- Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- Using inappropriate or offensive language
- Promoting a private business, unless that business is directly related to the school
- Using websites or mechanisms to bypass the school’s filtering mechanisms

This is not an exhaustive list. The PTA reserves the right to amend this list at any time. The Chairperson will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the PTA's ICT facilities.

4.1 Exceptions from unacceptable use

Where the use of PTA ICT facilities is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be granted at the Chairperson / headteacher's discretion.

4.2 Sanctions

PTA members who engage in any of the unacceptable activity listed above may face disciplinary action in line with the PTA's policy on code of conduct.

The PTA's code of conduct policy can be found on our website www.priorypta.co.uk.

5. PTA Trustees

5.1 Access to PTA ICT facilities and materials

The PTA's Chairperson and website manager, manages access to the PTA's ICT facilities and materials. That includes, but is not limited to:

- Website permissions
- Access permissions for certain programmes or files

The Leadership team of the PTA will be provided with unique log-in/account information and passwords that they must use when accessing the PTA's ICT facilities.

PTA members who have access to files they are not authorised to view or edit, or who need their access permissions updated or changed, should contact the Chairperson as data protection officer.

5.1.1 Use of phones and email

The PTA leadership team use their own email addresses.

This email account should be used for work purposes only.

All work-related business should be conducted using the email address the PTA has provided.

PTA members must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable.

PTA members must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient.

If PTA members receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.

If PTA members send an email in error which contains the personal information of another person, they must inform the Chairperson immediately and follow our data breach procedure.

5.2 Personal use

The PTA may not use the PTA's ICT facilities to store personal non-work-related information or materials (such as music, videos, or photos).

The PTA should be aware that use of the PTA's ICT facilities for personal use may put personal communications within the scope of the PTA's ICT monitoring activities .

The PTA should take care to follow the PTA and school's guidelines on social media, and use of email to protect themselves online and avoid compromising their professional integrity.

5.2.1 Personal social media accounts

Members of the PTA should ensure that their use of social media, either for work or personal purposes, is appropriate at all times.

5.3 PTA social media accounts

The PTA has an official Facebook page, managed by the PTA leadership team.

The PTA has guidelines for what can and cannot be posted on its social media accounts (see Appendix 1). Those who are authorised to manage the account must ensure they enforce these guidelines at all times.

6. Data security

The PTA takes steps to protect the security of its computing resources, data and user accounts. However, the PTA cannot guarantee security. Those who use the PTA's ICT facilities should use safe computing practices at all times.

6.1 Passwords

All users of the PTA's ICT facilities should set strong passwords for their accounts and keep these passwords secure.

Users are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control.

Members of the PTA who disclose account or password information may face disciplinary action.

6.2 Software updates, firewalls, and anti-virus software

All of the PTA's ICT devices that support software updates, security updates, and anti-virus products will be configured to perform such updates regularly or automatically.

Users must not circumvent or make any attempt to circumvent the administrative, physical and technical safeguards we implement and maintain to protect personal data and the PTA's ICT facilities.

6.3 Data protection

All personal data must be processed and stored in line with data protection regulations and the PTA's data protection policy.

The PTA's data protections policy (GDPR) can be found on our website www.priorypta.co.uk.

6.4 Access to facilities and materials

All users of the PTA's ICT facilities will have clearly defined access rights to PTA systems, files and devices.

These access rights are managed by the Chairperson.

Users should not access, or attempt to access, systems, files or devices to which they have not been granted access. If access is provided in error, or if something a user should not have access to is shared with them, they should alert the Chairperson immediately.

Users should always log out of systems and lock their equipment when they are not in use to avoid any unauthorised access. Equipment and systems should always be logged out of and closed down completely at the end of use.

APPENDIX 1 – THE PRIORY PTA FACEBOOK GUIDELINES



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c/o Simone White
Registered Charity Number 1096169
September 2020

THE PRIORY PTA FACEBOOK GUIDELINES

The purpose of our Facebook group, named 'The Priory PTA' is to provide an online community for teachers, parents and caregivers of the students at The Priory School.

Our goal is to share information and tips, update the community on events and programs, and showcase the achievements of students, teachers, parents, and other community members.

Please take the time to ensure any posts made respect the above PTA guidelines as detailed below

Thank you for your support The Priory PTA committee

Community Do's:

- Highlight our community's accomplishments and supporters.
- Ask questions, respond and share information.
- Keep discussions positive and focused on our school community.
- Post articles about education and our community.
- Post information about opportunities for students.
- Constructively raise issues for discussion, and share ideas for PTA activities or goals.
- Use language appropriate for a caring and respectful community.
- Post your photos of your children.
- Respect other parents' wishes regarding pictures of their children.
- Any parent may request removal by PTA Facebook Administrators of photos featuring their children. If the child is under the age of thirteen (13), the parent may also send a request to Facebook for the removal of the images.
- Ensure that the group's privacy settings are set to "Closed" or "Secret", so that Facebook users outside the group cannot see posts by group members. Remember that your posts are visible to all members of the group.

Community Don'ts:

- Do not engage in cyberbullying of any kind, including insulting, targeting, or excluding any individuals, including but not limited to school board officials, school administrators, teachers, PA/PTAs members, students, parents, or other individuals affiliated with or connected to the school.
- Do not put down individuals or other organizations.
- Do not discriminate in any way.
- Do not post about concerns, problems, or conflicts with individual teachers, administrators, students, or parents.
- Do not make any inflammatory statements or allegations against individuals or organizations. Threats of physical or verbal abuse will be reported to the authorities, and the offender may be removed or blocked from the group.
- Do not post confidential information, such as student grades, disciplinary proceedings, health conditions, personal family matters, or anything else that would generally be considered personal or private.
- Do not post school location information that could pose a risk to students.
- Do not advertise goods or services, though you may thank partners and contributors.
- Do not publish content as your own that has been created by others.
- Do not post pictures that other parents have taken without their express permission.