

## ICT Policy

### ICT Code of Conduct – Colleagues

This policy consolidates the various responsibilities of colleagues under Data Protection Legislation as set out in the College Data Protection Policy and email policies. This document sets out policies for communication with students and parents via electronic means including the College Sharepoint, social networking sites and text messaging. The policy has been designed to protect you from allegations of impropriety and it therefore very important that these provisions are adhered to. If you are in any doubt on any of these points please speak to the Head of ICT.

1. Colleagues must not communicate, as part of their professional duties, with students or parents via social networking sites such as Facebook, etc.
2. Colleagues should communicate with girls via the College email system by using the girls College email address and not their private email address.
3. Colleagues must not disclose any personal data that they may have access to or be in possession of, as part of their professional duties, to any 3<sup>rd</sup> parties without express permission from the Principal.
4. Colleagues must not disclose their username or passwords to any 3<sup>rd</sup> party.
5. Colleagues should not supply to any 3<sup>rd</sup> party, the email addresses of any students without the express consent of the Principal and the students' parents unless their email address is used as a login for content providers.
6. Colleagues must take appropriate precautions to safeguard data stored on laptops, pen drives or any other electronic media from unauthorised access.
7. Colleagues must connect their laptops to the network at least once a week to ensure anti-virus signatures, and Microsoft service packs and hot fixes are kept up to date.
8. E-mail facilities are provided to enable colleagues to more easily undertake their professional duties. Colleagues are reminded that email correspondence is subject to content filtering and therefore the content of their e-mails and discussion board postings should be courteous and polite at all times.
9. Colleagues should not normally communicate with students or parents via text messaging with the possible exception of school trips, medical emergencies and only after other methods of communication have failed.
10. Colleagues are encouraged to read their e-mail on a regular basis – certainly once a day. If you are unable to provide an answer to a question via e-mail then reply indicating when you will be in a position to do so. Because of the immediacy of this form of communication colleagues are reminded to avoid sending ill-considered e-mails in the “heat of the moment”. Instead take time to reflect on the content of your reply.

11. You are advised to keep records of important e-mails in the “Sent” folder for later reference. However since e-mail boxes are limited in size, e-mails that are no longer required should be deleted.
12. Colleagues are reminded that they are personally responsible for the content of their own devices that they may use on the College’s Bring Your Own Device (BYOD) network.
13. Photographs or footage that may include girls should not be used outside College without express permission of the parents and the Principal.
14. If you are in any doubt as to the suitability of photographs or footage containing girls, which are intended to be published on the College web site of Facebook page, then first seek guidance from a member of the Senior Leadership Team (SLT).

### **The Ladies’ College Acceptable Use Policy (Students)**

- I will only use the computers with my own name and password. I will keep my password secret.
- I will only use the College network for purpose allowed by the College.
- I will only use my personal devices to support my learning and not for other use in lesson time.
- I will make sure that my personal devices are protected from unauthorised access and try to protect myself from hacking and computer viruses.
- I will only send and read email messages and attachments to people I know or people my teachers or parents have approved or as part of my studies.
- I will make sure my emails messages and postings to social networks are polite and responsible.
- I will not give anyone personal information, photographs or video footage over the internet or phone unless as part of lessons.
- I will tell a member of staff if anyone sends me unpleasant or offensive messages or pictures over the Internet.
- I understand that the College may check my files and may check up on the Internet sites I visit.
- I will not copy other’s work from the Internet and pretend that it is my own.
- I will not use DVDs, pen drives and/or SD cards to add or remove programs from machines.
- I will not take photographs or video footage of other students or members of staff without permission and any photographs or video footage I do take must only be used College and not given to anyone else.
- If given permission I will use social media sites in accordance with the Social Media Code of Conduct.

### **The Ladies’ College Email Policy (Colleagues)**

E-Mail facilities are provided to all members of Colleagues to enable them to more easily undertake their professional duties. Email addresses are of the form

[teachername@ladiescollege.ac.gg](mailto:teachername@ladiescollege.ac.gg). On joining the College each member of staff is provided with a document which gives the username and password and basic instruction on how e-mail is accessed.

- E-mail facilities are provided to enable Colleagues to more easily undertake their professional duties.
- E-Mail messages are parsed for offensive language by the Mail Servers and such messages are quarantined.
- Colleagues are reminded that the content of their e-mails should be courteous and polite at all times.
- Colleagues can correspond with parents via e-mails on a day to day basis on less formal matters. For more formal communication with parents a phone call, letter or meeting will be more appropriate.
- Colleagues are encouraged to read their e-mail on a regular basis – certainly once a day. If you are unable to provide an answer to a question via e-mail then reply indicating when you will be in a position to reply. Because of the immediacy of this form of communication Colleagues are reminded to avoid sending ill-considered e-mails in the “heat of the moment”. Instead take time to reflect on the content of your reply.
- You are advised to keep records of important e-mails in the “Sent” folder for later reference.
- You should not disclose your e-mail password to any third party.
- Your e-mail address may be published in College documents and the web site.
- Colleagues should not give students their private e-mail addresses but use the College one instead.
- Colleagues are reminded that they are not to supply the e-mail address of any students without the express consent of the Principal and the students’ parents.

### **The Ladies’ College Cross Curricular IT Policy**

Information Technology is a tool to be used wherever appropriate and at the point of need in order to enhance teaching and learning across the curriculum. Departments are therefore encouraged to use IT in the delivery of their subject along those lines.

- Departments should identify areas where IT would benefit their subject and include this information in their schemes of work and pass that information to the Head of ICT.
- The IT Department will also endeavour to assist departments in their delivery of IT in their subjects and will provide Departments with INSET and technical support where necessary.
- The IT Department will be responsible for administering a budget allocated to whole school IT development. Departments should provide written details of the software and hardware required outlining the areas of the curriculum that would be enhanced by that provision. In this way expenditure can be targeted against specific goals and priorities drawn up to match against delegated budgets.

## **Data Protection Policy**

The Ladies' College handles a great deal of personal data about students, parents or guardians and Colleagues. This information is covered by the Data Protection (Bailiwick of Guernsey) Law 2001.

### Principles

These Principles establish general standards of data quality. Personal data must be:-

- Obtained fairly and lawfully
- Held only for specific and lawful purposes and not processed in any manner incompatible with those purposes
- Relevant, adequate and not excessive for that purpose
- Accurate and where necessary kept up to date
- Not kept for longer than necessary

### **Under Data Protection Law, subjects have the right;**

- to be informed, on request, of all the information held on them.
- to prevent the processing of their data for the purposes of direct marketing.
- to compensation if they can show that they have been caused damage by a contravention of the law.
- to the removal or correction of any incorrect data about them.

### Data

#### Personal Data

Personal data covers both facts and opinions about an individual. It may include, but is not limited to;

- names and addresses
- academic information, including test and examination results and reports.
- admissions.
- attendance.
- references, job applications, appraisals, discussion documents relating to Colleagues disciplinary issues.
- Bank details
- health information
- special educational needs or learning support information.
- records of accidents happening in school.

The College will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify The College of any changes to information held about them.

An individual has the right to request that inaccurate information about them is erased or corrected.

### **Sensitive Personal Data**

Sensitive personal data includes medical information and data relating to religion, race or criminal records and proceedings. Where sensitive personal data is processed by the College, the explicit consent of the appropriate individual will generally be required.

### **Data exempt from the Data Protection Act includes**

- data necessary for the prevention or detection of crime.
- data needed for the assessment of any tax or duty
- data needed to enable the College to exercise a right or obligation conferred or imposed by law upon the College.
- data which identifies other individuals and may, in the view of the College, cause damage or distress.
- pupil examination scripts.
- that which is a result of an exemption sought from the DPC (Data Protection Controller).

### **Disclosure of information**

The College may receive requests from third parties to disclose personal data it holds about students, their parents or guardians. The College confirms that it will not generally disclose information unless the individual has given their consent (after verifying the credentials of the third party) or one of the specific exemptions under the Data Protection Act applies.

Students have a general right of access to personal information held about them. All rights under the Data Protection Law rest with the child once she is able to understand these rights. In practice, this is normally taken to be 12 years of age but it can be more or less. Parents or guardians who wish to have access to personal data held about their child can submit a request to the school. The school is allowed to charge for supplying the information but the charge cannot exceed £10.00. The school has up to 60 days to provide the information following a request.

The College from time to time may make use of personal data relating to students, their parents or guardians in the following ways:-

- Photographic images of students will be used in College publications (including but not limited to the Ilex; the prospectus; handbooks and monthly newsletters); on the College website ([www.ladiescollege.com](http://www.ladiescollege.com)) and in the Guernsey Press newspaper (including the Guernsey Press website [www.thisisguernsey.com](http://www.thisisguernsey.com)). Generally, no information other than the pupil's name and age is used. Images may also be used for fundraising, marketing and promotional purposes.
- From time to time girls may be asked to take part in other media events for promotional purposes and may be part of a local television or radio interview for a specific purpose. These media organisations, (including but not limited to BBC Guernsey, Island FM, Channel TV) may make use of photographic images for their own websites.

- Other personal data (including but not limited to home address, email address and date of birth) will be used for fundraising, marketing or promotional purposes and to maintain relationships with students and past students of the College. Data may be shared between the College and any organisation, association, club or society set up for the purpose of establishing or maintaining contact with Alumnae for fundraising, marketing and/or promotional purposes and/or for the general benefit of the school.
- All parents and guardians are asked to sign a Data Protection agreement form when enrolled at The Ladies' College. Should you wish to object to or limit such use of data and/or images, please notify the Principal, in writing.

**The College will disclose data for the following purposes:**

- To give a confidential reference
- To give information relating to outstanding fees or payment history
- To publish the results of public examination as a whole
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of College trips.

**Security**

The College will take reasonable steps to ensure that members of Colleagues will only have access to personal data relating to students, their parents or guardians where it is necessary for them to do so. All Colleagues will be made aware of this Policy and their duties under the Data Protection Act. The College will ensure that all personal information is held securely and is not accessible to unauthorised persons. To that end Colleagues must follow these points:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session
- Transfer sensitive data using encryption and secure password protected devices

**E-Safety Policy**

The College E-Safety Co-ordinator is responsible for:-

- The Day to day responsibility for e-safety issues.
- Taking a leading role in establishing and reviewing the College e-safety policies and documents
- ensuring that all Colleagues are aware of the procedures that need to be followed in the event of an e-safety incident.
- providing training and advice for Colleagues
- liaising with the States Education Department

- liaising with school IT technical Colleagues/Year Co-ordinators/Melrose Headteacher/Deputy Principal and Principal
- receiving reports of e-safety incidents and records them on agreed reporting format to inform future e-safety developments
- reporting regularly to Senior Leadership Team as appropriate
- ensuring that Internet content filtering is applied to all connected devices

E-Safety is concerned with the following issues:-

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying
- radicalisation

The College is protected from illegal and prohibited web sites via our Smoothwall proxy which also can be used to find users who try to access such material. In the event of an E-safety incident the flow chart and documents in Appendix A will be used. Please refer to the IT and PSHE Schemes of Work for where the topics above are covered.

All Colleagues are responsible for ensuring that:-

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read and understood the school Colleagues Acceptable Use Policy (AUP) a copy of which is available, displayed on the Intranet Page.
- they report any suspected misuse or problem to the E-Safety Co-ordinator
- digital communications with students should be on a professional level and only carried out using official school systems.
- e-safety issues are embedded in all aspects of the curriculum and other school activities
- students understand and follow the school e-safety and acceptable use policy
- students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor ICT activity in lessons
- they are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and they implement current school policies with regard to these devices
- in lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

## **Use of digital and video images**

- When using digital images, Colleagues should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Colleagues are allowed to take digital/video images to support educational aims, but must follow school and SED policies concerning the sharing, distribution and publication of those images. It is preferable that those images should be taken on school equipment. If personal equipment is used then the data should be removed as soon as possible.
- Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not take, use, share, publish or distribute images of others without appropriate permission
- Photographs or footage published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance, including the Acceptable Use Policy.
- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs or footage.
- Written permission from parents or carers will be obtained before photographs or footage of students are published on the school website
- Student's work can only be published with the permission of the student and parents or carers.

Colleagues are reminded that if they come across E-safety issues that involve Child Safety then these should be reported immediately to the Principal.

## **Social Media Code of Conduct**

The Ladies' College recognises the influence of the Internet in shaping public thinking about the College, from the perspective of our current and prospective students, Colleagues and partners. As a result The Ladies' College has set up certain social media accounts with the aim of informing stakeholders about College activities and developments, building online communities and allowing stakeholders to share ideas and experiences through discussions, postings, photographs and video footage. Stakeholders include but are not limited to current and prospective students, alumnae, college Colleagues, employees, partner institutions and members of the community. To ensure a positive online environment for students and Colleagues, the following code of conduct has been produced to which all college social media participants should adhere.

### **1.1 Guidelines for Social Networking**

Online communities can help The Ladies' College connect with its stakeholders in many ways. At the same time, there are some cautionary lessons that have emerged from participating in online communities. Participants should take note of the following:

- You are legally liable for anything you write or present online. Employees and students can be disciplined by the College for commentary, content, or images that are defamatory, pornographic, proprietary, harassing or that can create a hostile work environment. You can also be sued by College employees, parents, and any individual or company that views your
- commentary, content or images as defamatory, pornographic, proprietary, harassing or creating a hostile work environment. No written comment should be made that could be offensive to anyone in any of the seven Equality and Diversity strands: age, disability, gender/transgender, religion or belief, sexual orientation, socio-economic group.
- You are posting content onto the World Wide Web and cannot ensure who does and does not have access to your information.
- Information you post online may continue to stay on the World Wide Web even after you erase or delete that information from pages.
- Before participating in any online community understand that anything posted online is available to anyone in the world.
- Do not post information, photographs or video footage or other items online that could reflect negatively on you, your family or The Ladies' College community.
- Be discreet, respectful, gracious and as accurate as you can be in any comments or content you post online.

## **1.2 Guidelines for Blogging**

If teaching Colleagues and/or a student own a blogging site the following guidelines should apply.

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the College. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the College.
- Information published on your blog should comply with the College Acceptable Use Policy. This also applies to comments posted on other blogs, forums and social networking sites.
- Be respectful to the College Colleagues, students and parents.
- Social media activities should not interfere with work commitments.
- Your online presence reflects the College. Be aware that your actions captured via images, posts, or comments can reflect that of the College.
- Do not reference College employees or partners without their express consent.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Company logos and trademarks may not be used without the written consent of the college as set out below.

### **College Logos**

- The Ladies' College logos is not permitted on any content generated by a user. Permission to use the college logo is only granted by formal letter from the Principal of the Ladies' College.

### **Inappropriate Content**

- Anyone who believes that any social media site covered by these guidelines includes inappropriate content should report it to the IT Department of The Ladies' College.

### **Permission for Postings**

- Photographs or video footage should not be posted without written consent from the person photographed or the copyright holder. e.g. Fashion show photographs or video footage and photographs or video footage that have been published in any media.

### **Disclaimer for Content on Linked Sites**

- The Ladies' College accepts no liability or responsibility whatsoever for the contents of any site linked from this page.

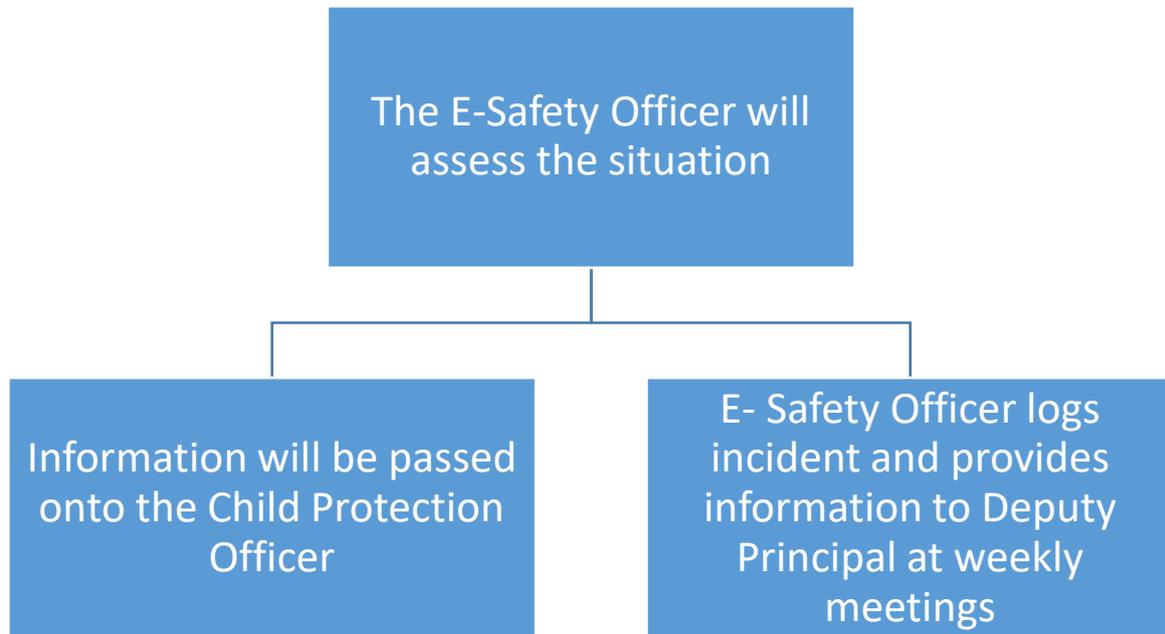
### **Other Related Policies and Procedures**

- All College Social Media sites are subject to The Ladies' College Policies. Students and Colleagues should consult with the links below to ensure they are familiar with the safeguarding, grievance and health and safety procedures.
- IT Acceptable use policy
- Health and Safety Display Screen Equipment
- Student Code of Conduct

## APPENDIX A

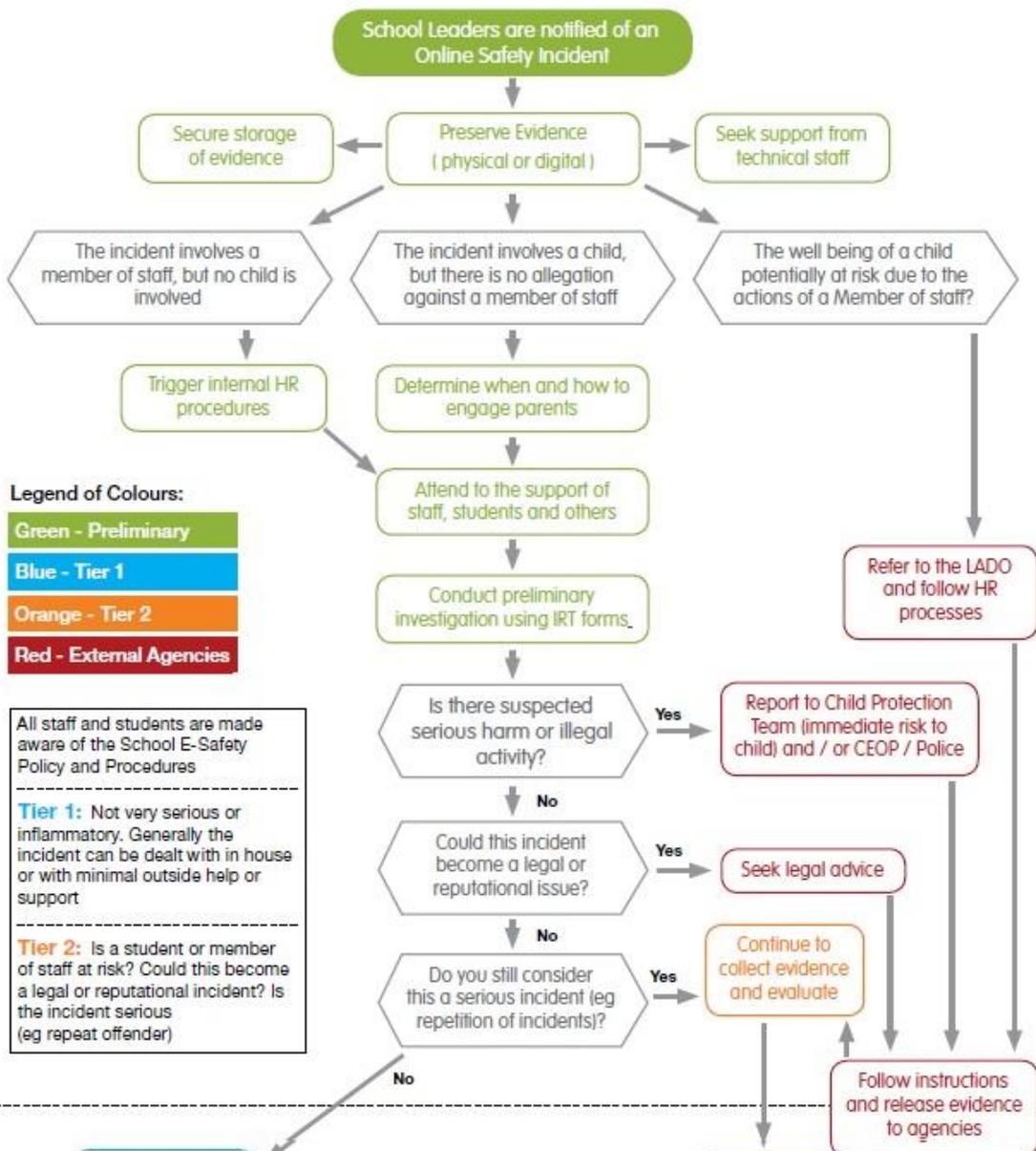
### E-Safety Incident Management Flow Chart

Any Parent or child can report an incident to a member of Staff. That member of staff MUST report the matter to the E-Safety Officer or Year Co-ordinator who will in turn speak to the E-Safety Officer.

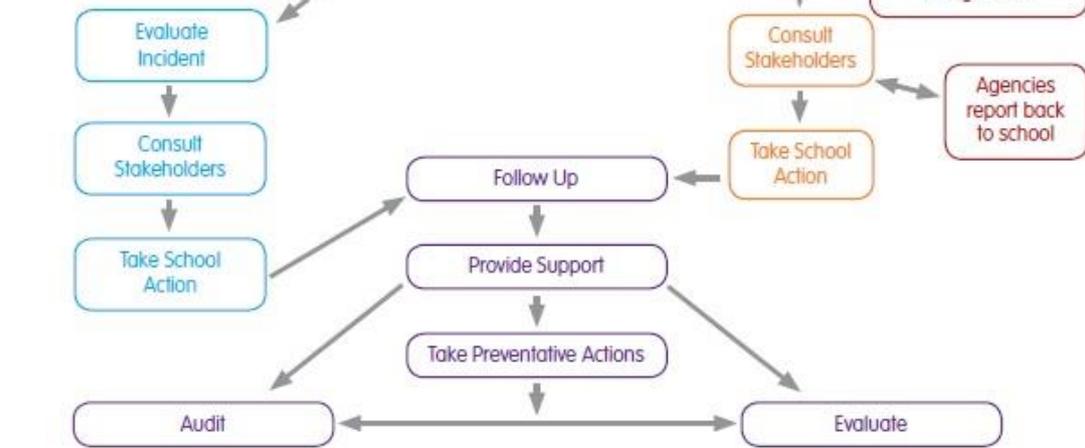


- Information on incidents will be provided to E-safety group at monthly meetings
- E-safety Officer provides monthly updates at Year-Coordinators meeting or Staff briefings as necessary

IMMEDIATE RESPONSE



NEXT DAYS AND WEEKS



Information Forms are available for completion on user area.