

# IT Misuse of ICT Policy

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**Key Document details:**

**Author:** Mark Weller

**Owner:** Mark Weller

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## 1. Introduction

### 1.1. Statement

Technology is constantly changing and will continue to do so, which means that it is of paramount importance for all service users of technology, be it pupils, teachers, staff members or another other member of the White Horse Federation, follow secure systems and process in order to maintain our safety and professional standing.

### 1.2. Aim and purpose

This policy outlines how allegations of ICT misuse will be handled. The term ICT includes, but is not limited to:

- Any computer, tablet or laptop
- Any device that has access, whether fixed or mobile, to chatrooms, social media, podcasts, instant message services, location tracking technologies and/or GPS.
- Wireless and broadband devices and access
- Mobile phones
- Consoles and gaming devices
- The downloading and broadcasting of music
- Digital cameras
- Display devices such as whiteboards
- Printers or Photocopiers
- Software used for business or education purposes

### 1.3. Who it applies to

This policy applies to all staff, students, community users or anyone who has access or uses any aspect of IT within any federation establishment.

## 2. Policy

### 2.1. Description

Any allegation about the misuse of ICT must be dealt with in a prompt, fair and sensitive manner. The key priority must be to ensure the safety and well-being of children and young people at all times.

The school will deal with any incidents on an individual case by case basis, using a set of sanctions that are proportionate to any behaviors demonstrated. The school will take into account:

- The context
- The intention
- The impact of any incident before determining the response and actions to be taken

The school will allow a degree of flexibility in the application of actions e.g. a series of low level incidents would likely to be treated differentially from persistent and more serious incidents.

#### **Media attention**

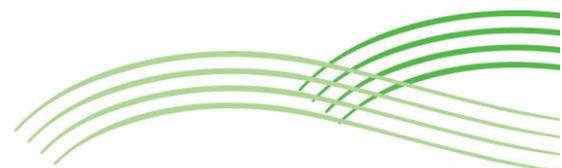
If an incident attracts intense media interest and speculation, every attempt will be made to protect and support members of the school community. Statements will only be given by an authorised member of the school or organisation. All incidences will take into account the safeguarding and welfare of the children, young people and their families. Advice from the investigating body will be taken before communicating with the media.

### 2.2. Permissive/ non permissive

This policy must be followed.

### 2.3. Compliance

If any individual doesn't apply to this policy appropriate action will be taken as outlined below.



### 3. Key steps in the process

#### 3.1. Roles and responsibilities

All staff are responsible for reporting incidents of misuse to the senior designated person for safeguarding at the school/setting. The designated safeguarding person for your school/setting can be found on the E-Safety and Online Safeguarding policy.

#### 3.2. Procedures

##### **Reporting of all incidents**

The incident should be reported to the **senior designated person for safeguarding at the school/setting**. A written record should be made and the situation monitored. Alternatively, if it was felt that a conflict of interest could occur, then the member of staff would use the 'Whistle Blowing' appointed person.

The context, intention and impact of any misuse must be considered in order to determine the seriousness of the misuse. If the incident relates to an inadvertent access to an inappropriate website, then the website details should be added to the filtered list. It is important that staff report any inadvertent breaches of the policy to avoid a non reported event being escalated.

If an allegation of misuse is made against a child or young person, then parents and carers must be informed and should be advised of the actions the school takes.

The context, intention and impact of any misuse must be considered. All details should be accurately recorded with a reason for any decision noted.

**IF IT IS SUSPECTED THAT AT ANY STAGE, A CHILD OR YOUNG PERSON MAY HAVE BEEN, OR IS CONSIDERED TO BE SUBJECT TO ABUSE - THE SCHOOL **WILL** FOLLOW THEIR SAFEGUARDING POLICY AND PROCEDURES IMMEDIATELY.**

These procedures should also be followed if an allegation of abuse is made against any employee, volunteer, manager, student or member of the school community. The school's safeguarding policies will take precedence over all others.

##### **Reporting of serious incidents**

Any serious incident must be dealt with and reported to the senior designated person for safeguarding at the school. The following incidents must always be reported to the Police, SWCPP, Children's Social Care, Local Authority Designated Officer and Ofsted.

- Discovery of indecent images of children and young people
- Behaviour considered to be grooming
- Sending of obscene materials

If not reported, then an offence may be committed. No attempt should be made to download, print or send any found as further offences could be committed by doing so.

No internal investigation or interview should be carried out in the event of any serious allegation, unless an explicit request has been made by an investigating body. The investigative bodies would be Children's Social Care, the Police and/or the Local Authority Designated Officer.

Any hardware implicated in any investigation should be secured to preserve evidence. This would include mobile phones, laptops, computers or any portable media device. In the case of potentially illegal material being found, then as far as is reasonably practicable, the equipment and materials should not be touched or switched off unless authorised by the Police. Individuals should be kept out of the immediate area. Where possible the monitor **or screen** should be turned off but the **device** left on.



Any internal disciplinary procedure should not be undertaken until any investigation by a relevant agency has been completed. Before an internal disciplinary procedure takes place, the school/setting should take advice from WHF's Legal or Human Resources teams.

On the completion of both internal and external investigations, a review should be undertaken of policies and procedures, which would then be amended as necessary.

A report should also be made to the Internet Watch Foundation in the case of potentially illegal materials, including images of child abuse have been accessed online, giving details of the website address. If it is unclear whether the content is illegal, then the concern should be reported as a matter of caution.

### 3.3. Local conditions statement

It is understood that, in some circumstances, local conditions mean that delivery will require local specific changes in the procedures. However the core essence of the policy must be followed.

