



The Westminster
School

Safe, Happy and Learning Together

www.thewestminsterschool.co.uk

2022/2023

Acceptable Use Policy

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	10/11/2022
Signed by Chair of Governors:	<i>P. A. Evans</i>
Head Teacher:	O M Flowers
Lead Personnel:	A Gibson
Date of Review:	10/11/2025

Introduction and aims

Information and communications technology (ICT) is an integral part of the way our school works, and is a critical resource for students, staff, governors, volunteers and visitors. It supports teaching and learning, pastoral and administrative functions of the school.

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

This policy aims to:

- Set guidelines and rules on the use of school ICT resources for staff, students, parents and governors
- Establish clear expectations for the way all members of the school community engage with each other online
- Support the school's policies on data protection, online safety and safeguarding
- Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems
- Support the school in teaching students safe and effective internet and ICT use

This policy covers all users of our school's ICT facilities, including governors, staff, students, volunteers, contractors and visitors.

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 2021](#)
- [Searching, screening and confiscation: advice for schools](#)
- [National Cyber Security Centre \(NCSC\)](#)
- [Education and Training \(Welfare of Children Act\) 2021](#)

Definitions

- **"ICT facilities"**: includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, 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 school to use the ICT facilities, including governors, staff, students, volunteers, contractors and visitors
- **"Personal use"**: any use or activity not directly related to the users' employment, study or purpose

- **“Authorised personnel”**: employees authorised by the 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
- See appendix 5 for a glossary of cyber security terminology.

Unacceptable use

The following is considered unacceptable use of the school's ICT facilities by any member of the school community. Any breach of this policy may result in disciplinary or behaviour proceedings.

Unacceptable use of the school's ICT facilities includes:

- Using the school's ICT facilities to breach intellectual property rights or copyright
- Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Online gambling, inappropriate advertising, phishing and/or financial scams
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate or harmful
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth-produced sexual imagery)
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, its students, 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
- Engaging in content or conduct that is radicalised, extremist, racist, anti-Semitic or discriminatory in any other way

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

Students and staff who engage in any of the unacceptable activity listed above may face disciplinary action in line with the school's policies.

Staff (including governors, volunteers, and contractors)

Access to school ICT facilities and materials

The school's SBM works with Agilisys in managing access to the school's ICT facilities and materials for school staff. That includes, but is not limited to:

- Computers, tablets, mobile phones and other devices
- Access permissions for certain programmes or files

Staff will be provided with unique log-in/account information and passwords that they must use when accessing the school's ICT facilities.

Staff 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 SBM immediately.

Use of phones and email

The school provides each member of staff with an email address.

This email account should be used for work purposes only.

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

Staff must not share their personal email addresses with parents and students and must not send any work-related materials using their personal email account.

Staff 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.

Staff 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 staff 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 staff send an email in error that contains the personal information of another person, they must inform the SBM immediately and follow our data breach procedure.

Staff must not give their personal phone numbers to parents or students. Staff must use phones provided by the school to conduct all work-related business. Staff must not make or accept friend requests from current or past students on social media.

School phones must not be used for personal matters.

Staff who are provided with mobile phones as equipment for their role must abide by the same rules for ICT acceptable use.

Personal use

Staff are permitted to occasionally use school ICT facilities for personal use subject to certain conditions set out below. Personal use of ICT facilities must not be overused or abused. The head teacher may withdraw permission for it at any time or restrict access at their discretion.

Personal use is permitted provided that such use:

- Does not take place during teaching hours
- Does not constitute 'unacceptable use', as defined in section 4
- Takes place when no students are present
- Does not interfere with their jobs, or prevent other staff or students from using the facilities for work or educational purposes

Staff may not use the school's ICT facilities to store personal non-work-related information or materials (such as music, videos or photos). Staff must not install programs that have not been authorised by the School Business Manager.

Staff should be aware that use of the school's ICT facilities for personal use may put personal communications within the scope of the school's ICT monitoring activities. Where breaches of this policy are found, disciplinary action may be taken.

Staff should be aware that personal use of ICT (even when not using school ICT facilities) can impact on their employment by, for instance, putting personal details in the public domain, where students and parents could see them.

Staff should take care to follow the school's social media policy and use of email to protect themselves online and avoid compromising their professional integrity.

Personal social media accounts

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

The school has guidelines for staff on appropriate security settings for Facebook accounts (see appendix 1).

Remote access

We allow staff to access the school's ICT facilities and materials remotely.

Staff accessing the school's ICT facilities and materials remotely must abide by the same rules as those accessing the facilities and materials on-site. Staff must be particularly vigilant if they use the school's ICT facilities outside the school and take such precautions from time to time against importing viruses or compromising system security.

Our ICT facilities contain information which is confidential and/or subject to data protection legislation. Such information must be treated with extreme care and in accordance with our data protection policy.

School social media accounts

The school has an official Facebook page. Staff members who have not been authorised to manage, or post to, the account, must not access, or attempt to access the account.

The school has guidelines for what can and cannot be posted on its social media accounts. Those who are authorised to manage the account must ensure they abide by these guidelines at all times.

5.5 Monitoring of school network and use of ICT facilities

The school reserves the right to monitor the use of its ICT facilities and network. This includes, but is not limited to, monitoring of:

- Internet sites visited
- Bandwidth usage
- Email accounts
- Telephone calls
- User activity/access logs
- Any other electronic communications

Only authorised ICT staff may inspect, monitor, intercept, assess, record and disclose the above, to the extent permitted by law.

The school monitors ICT use in order to:

- Obtain information related to school business
- Investigate compliance with school policies, procedures and standards
- Ensure effective school and ICT operation
- Conduct training or quality control exercises

- Prevent or detect crime
- Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

Students

Access to ICT facilities

- Explain which ICT facilities are available to students, when and under what circumstances. For example:
- “Computers and equipment are available to students only under the supervision of staff”
- “Specialist ICT equipment, such as that used for music, or design and technology, must only be used under the supervision of staff”

Search and deletion

Under the Education Act 2011, and in line with the Department for Education's [guidance on searching, screening and confiscation](#), the school has the right to search students' phones, computers or other devices for pornographic images or any other data or items banned under school rules or legislation.

The school can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break the school's rules.

Staff members may also confiscate devices for evidence to hand to the police, if a student discloses that they are being abused and that this abuse contains an online element.

Unacceptable use of ICT and the internet outside of school

Students must not engage in any of the following **at any time** (even if they are not on school premises):

- Using ICT or the internet to breach intellectual property rights or copyright
- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Breaching the 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
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, other students, or other members of the school community
- 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 or materials
- 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

Parents and carers

Communicating with or about the school online

We believe it is important to model for students, and help them learn, how to communicate respectfully with, and about, others online.

Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

We ask parents to sign the agreement in appendix 2.

Data security

The school is responsible for making sure it has the appropriate level of security protection and procedures in place. It therefore takes steps to protect the security of its computing resources, data and user accounts. However, the school cannot guarantee security. Staff, students, parents and others who use the school's ICT facilities should use safe computing practices at all times.

Passwords

All users of the school's ICT facilities should set strong passwords for their accounts and keep these passwords secure. Passwords must not be shared with other users.

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

Software updates, firewalls and anti-virus software

All of the school'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 school's ICT facilities.

Any personal devices using the school's network must all be configured in this way.

Data protection

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

Access to facilities and materials

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

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 SBM 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 each working day.

Encryption

The school ensures that its devices and systems have an appropriate level of encryption.

School staff may only use personal devices (including computers and USB drives) to access school data, work remotely, or take personal data (such as student information) out of school if they have been specifically authorised to do so by the headteacher.

Use of such personal devices will only be authorised if the devices have appropriate levels of security and encryption.

Protection from cyber attacks

Please see the glossary (appendix 5) to help you understand cyber security terminology.

The school will:

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- Work with governors and Agilisys to make sure cyber security is given the time and resources it needs to make the school secure
- Provide annual training for staff (and include this training in any induction for new starters, if they join outside of the school's annual training window) on the basics of cyber security, including how to:
 - Check the sender address in an email
 - Respond to a request for bank details, personal information or login details
 - Verify requests for payments or changes to information
- Make sure staff are aware of its procedures for reporting and responding to cyber security incidents
- Investigate whether our IT software needs updating or replacing to be more secure
- Not engage in ransom requests from ransomware attacks, as this would not guarantee recovery of data
- Put controls in place that are:
 - **'Proportionate'**: the school will verify this using a third-party audit, to objectively test that what it has in place is up to scratch
 - **Multi-layered**: everyone will be clear on what to look out for to keep our systems safe
 - **Up-to-date**: with a system in place to monitor when the school needs to update its software
 - **Regularly reviewed and tested**: to make sure the systems are as up to scratch and secure as they can be
- Back up critical data daily and store these backups on a cloud backup system.
- Delegate specific responsibility for maintaining the security of our management information system (MIS) to Agilisys
- Make sure staff:
 - Dial into our network using a virtual private network (VPN) when working from home
 - Enable multi-factor authentication where they can, on things like school email accounts
 - Store passwords securely using a password manager
- Make sure ICT staff conduct regular access reviews to make sure each user in the school has the right level of permissions and admin rights
- Have a firewall in place that is switched on
- Check that its supply chain is secure, for example by asking suppliers about how secure their business practices are and seeing if they have the Cyber Essentials certification
- Develop, review and test an incident response plan with the IT department, for example, including how the school will communicate with everyone if communications go down, who will be contacted when, and who will notify Action Fraud of the incident. This will be reviewed and tested annually and after a significant event has occurred, using the NCSC's 'Exercise in a Box'
- Work with our LA to see what it can offer the school regarding cyber security, such as advice on which service providers to use or assistance with procurement

Internet access

The school wireless internet connection is secured.

The school internet is filtered differently for Staff, Students and Guests. This is regularly reviewed to ensure all sites are categorised correctly and filtered accordingly.

Any sites which are inappropriate that the filter has not identified, please log a job with Agilisys to review the site.

Visitors

Visitors to the school will not be permitted to use the school's wifi unless specific authorisation is granted by the head teacher.

The head teacher will only grant authorisation if:

- Parents are working with the school in an official capacity (e.g. as a volunteer)
- Visitors need to access the school's wifi in order to fulfil the purpose of their visit (for instance, to access materials stored on personal devices as part of a presentation or lesson plan)

Staff must not give the wifi password to anyone who is not authorised to have it. Doing so could result in disciplinary action.

Monitoring and review

The headteacher and SBM monitor the implementation of this policy, including ensuring it is updated to reflect the needs and circumstances of the school.

This policy will be reviewed every 3 years.

The governing board is responsible for approving this policy.

Related policies

This policy should be read alongside the school's policies on:

- Online safety
- Safeguarding and child protection
- Behaviour (Wellbeing and Engagement)
- Disciplinary
- Data protection
- Remote learning

Appendix 1: Facebook cheat sheet for staff

10 rules for school staff on Facebook

1. Change your display name – use your first and middle name, use a maiden name, or put your surname backwards instead
 2. Change your profile picture to something unidentifiable, or if not, ensure that the image is professional
 3. Check your privacy settings regularly
 4. Be careful about tagging other staff members in images or posts
 5. Don't share anything publicly that you wouldn't be just as happy showing your students
 6. Don't use social media sites during school hours
 7. Don't make comments about your job, your colleagues, our school or your students online – once it's out there, it's out there
 8. Don't associate yourself with the school on your profile (e.g. by setting it as your workplace, or by 'checking in' at a school event)
 9. Don't link your work email address to your social media accounts. Anyone who has this address (or your personal email address/mobile number) is able to find you using this information
 10. Consider uninstalling the Facebook app from your phone. The app recognises wifi connections and makes friend suggestions based on who else uses the same wifi connection (such as parents or students)
-

Check your privacy settings

Change the visibility of your posts and photos to '**Friends only**', rather than 'Friends of friends'. Otherwise, students and their families may still be able to read your posts, see things you've shared and look at your pictures if they're friends with anybody on your contacts list

- Don't forget to check your **old posts and photos** – go to bit.ly/2MdQXMN to find out how to limit the visibility of previous posts
- The public may still be able to see posts you've '**liked**', even if your profile settings are private, because this depends on the privacy settings of the original poster
- **Google your name** to see what information about you is visible to the public
- Prevent search engines from indexing your profile so that people can't **search for you by name** – go to bit.ly/2zMdVht to find out how to do this
- Remember that **some information is always public**; your display name, profile picture, cover photo, user ID (in the URL for your profile), country, age range and gender

What to do if...

A student adds you on social media

- In the first instance, ignore and delete the request. Block the student from viewing your profile
- Check your privacy settings again, and consider changing your display name or profile picture
- If the student asks you about the friend request in person, tell them that you're not allowed to accept friend requests from students and that if they persist, you'll have to notify senior leadership and/or their parents. If the student persists, take a screenshot of their request and any accompanying messages
- Notify the senior leadership team about what's happening

A parent adds you on social media

It is at your discretion whether to respond. Bear in mind that:

- Responding to one parent's friend request or message might set an unwelcome precedent for both you and other teachers at the school
- Students may then have indirect access through their parent's account to anything you post, share, comment on or are tagged in

If you wish to decline the offer or ignore the message, consider drafting a stock response to let the parent know that you're doing so

You're being harassed on social media, or somebody is spreading something offensive about you

- **Do not** retaliate or respond in any way
- Save evidence of any abuse by taking screenshots and recording the time and date it occurred
- Report the material to Facebook or the relevant social network and ask them to remove it
- If the perpetrator is a current student or staff member, our mediation and disciplinary procedures are usually sufficient to deal with online incidents
- If the perpetrator is a parent or other external adult, a senior member of staff should invite them to a meeting to address any reasonable concerns or complaints and/or request they remove the offending comments or material
- If the comments are racist, sexist, of a sexual nature or constitute a hate crime, you or a senior leader should consider contacting the police

Appendix 2: Acceptable use of the internet: agreement for parents and carers

Acceptable use of the internet: agreement for parents and carers	
Name of parent/carers:	
Name of child:	
<p>Online channels are an important way for parents/carers to communicate with, or about, our school. The school uses the following channels:</p> <ul style="list-style-type: none">• Our official Facebook page• Email/text groups for parents (for school announcements and information)• Evidence for Learning <p>Parents/carers also set up independent channels to help them stay on top of what's happening in their child's class. For example, class/year Facebook groups, email groups, or chats (through apps such as WhatsApp).</p>	
<p>When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:</p> <ul style="list-style-type: none">• Be respectful towards members of staff, and the school, at all times• Be respectful of other parents/carers and children• Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure <p>I will not:</p> <ul style="list-style-type: none">• Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way• Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other students. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident• Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers	
Signed:	Date:

Appendix 3: Acceptable use agreements for students

Acceptable use of the school's ICT facilities and internet: agreement for students and parents/carers	
Name of student:	
<p>When I use the school's ICT facilities (like computers and equipment) and get on the internet in school, I will not:</p> <ul style="list-style-type: none">• Use them without asking a teacher first, or without a teacher in the room with me• Use them to break school rules• Go on any inappropriate websites• Go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson)• Use chat rooms• Open any attachments in emails, or click any links in emails, without checking with a teacher first• Use mean or rude language when talking to other people online or in emails• Send any photos, videos or livestreams of people (including me) who aren't wearing all of their clothes• Share my password with others or log in using someone else's name or password• Bully other people <p>I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules.</p> <p>I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.</p> <p>I will always be responsible when I use the school's ICT systems and internet.</p> <p>I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.</p>	
Signed (student):	Date:
<p>Parent/carers agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for students using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</p>	
Signed (parent/carers):	Date:

Appendix 4: Acceptable use agreement for staff, governors, volunteers and visitors

Acceptable use of the school's ICT facilities and the internet: agreement for staff, governors, volunteers and visitors

Name of staff member/governor/volunteer/visitor:

When using the school's ICT facilities and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Share confidential information about the school, its students or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a student informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that students in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date:

Appendix 5: Glossary of cyber security terminology

These key terms will help you to understand the common forms of cyber attack and the measures the school will put in place. They're from the National Cyber Security Centre (NCSC) [glossary](#).

TERM	DEFINITION
Antivirus	Software designed to detect, stop and remove malicious software and viruses.
Cloud	Where you can store and access your resources (including data and software) via the internet, instead of locally on physical devices.
Cyber attack	An attempt to access, damage or disrupt your computer systems, networks or devices maliciously.
Cyber incident	Where the security of your system or service has been breached.
Cyber security	The protection of your devices, services and networks (and the information they contain) from theft or damage.
Download attack	Where malicious software or a virus is downloaded unintentionally onto a device without the user's knowledge or consent.
Firewall	Hardware or software that uses a defined rule set to constrain network traffic – this is to prevent unauthorised access to or from a network.
Hacker	Someone with some computer skills who uses them to break into computers, systems and networks.
Malware	Malicious software. This includes viruses, trojans or any code or content that can adversely impact individuals or organisations.
Patching	Updating firmware or software to improve security and/or enhance functionality.
Pentest	Short for penetration test. This is an authorised test of a computer network or system to look for security weaknesses.
Phishing	Untargeted, mass emails sent to many people asking for sensitive information (like bank details) or encouraging them to visit a fake website.
Ransomware	Malicious software that stops you from using your data or systems until you make a payment.
Social engineering	Manipulating people into giving information or carrying out specific actions that an attacker can use.

TERM	DEFINITION
Spear-phishing	A more targeted form of phishing where an email is designed to look like it's from a person the recipient knows and/or trusts.
Trojan	A type of malware/virus designed to look like legitimate software that can be used to hack a victim's computer.
Two-factor/multi-factor authentication	Using 2 or more different components to verify a user's identity.
Virus	Programs designed to self-replicate and infect legitimate software programs or systems.
Virtual Private Network (VPN)	An encrypted network which allows remote users to connect securely.
Whaling	Highly targeted phishing attacks (where emails are made to look legitimate) aimed at senior executives.

Appendix 6: Laptops for Staff – Loan Agreement



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Laptops for Staff - Loan Agreement

Laptop computers provided under the 'Laptops for Staff Scheme' are to assist staff in the delivery of Teaching and Learning within School. A laptop has been loaned to you whilst you remain employed at this school. Whilst the laptop is loaned to you, please remain aware of the following;

1. The laptop remains the property of the school and is **only** for the use of the member of staff it is issued to. If you leave the school or are absent for longer than one month you must return the laptop to the school.
2. The laptop may be used on or off of the school premises but must only be used for in line with the uses described in the Acceptable Use Policy.
3. Insurance cover provides protection from standard risks, **but excludes** accidental damage or theft from an unattended car. If the laptop is stolen from an unattended car you may be responsible for its replacement. Please inform the School Business Manager in this instance immediately.
4. Only software that has an ICT authorised licence may be installed on the laptop. Please liaise with Agilisys if further information is required.
5. Anti-virus software is installed and must be updated on a regular basis. Agilisys will advise on the routines and schedules for this operation.
6. Should any faults occur the Agilisys must be informed as soon as possible through the Help Desk so that they may undertake any repairs. Under no circumstances should staff attempt to fix suspected faults. These will be carried out under warranty.
7. The laptop may be connected to the Internet, but any charges incurred by staff accessing the Internet from home **will not** be reimbursed by the school.
8. All users must adhere to LA and school policies regarding appropriate use, data protection, computer misuse and health & safety.

Make:		Asset Tag Number:	
Model:		Charger Provided:	
Serial Number:		Other Accessories:	

I confirm that I have read, understood, and agree to adhere to the terms and conditions (as stated above) for the loan of this laptop. I confirm that I have received the laptop and accessories, detailed above.

Staff Full Name:		Member of Staff Issuing Device:	
Staff Signature:		Signature:	
Date:		Date:	

Appendix 7: Portable Device for Staff – Loan Agreement



The Westminster School

Portable Device for Staff - Loan Agreement

Portable Devices provided under the 'Portable Devices for Staff Scheme' are to assist staff in the delivery of the Teaching and Learning within School. A Portable Device has been loaned to you whilst you remain employed at this school. Whilst the Portable Device is loaned to you, the following should be noted:

1. The Portable Device remains the property of the school and is only for the use of the member of staff it is issued to. If you leave the school or are absent for longer than one month you must return the Portable Device to the school.
2. The Portable Device may be used on or off of the school premises but must only be used for in line with the uses described in the Acceptable Use Policy.
3. Insurance cover provides protection from standard risks, but excludes accidental damage or theft from an unattended car. If the Portable Device is stolen from an unattended car you may be responsible for its replacement. Please inform the School Business Manager in this instance immediately.
4. Only software that has an ICT authorised licence may be installed on the Portable Device. No reimbursement for paid for Applications for personal use will be made.
5. Should any faults occur the Agilisys must be informed as soon as possible through the Help Desk so that they may undertake any repairs. Under no circumstances should staff attempt to fix suspected faults. These will be carried out under warranty.
6. The Portable Device may be connected to the Internet, but any charges incurred by staff accessing the Internet from home will not be reimbursed by the school.
7. All users must adhere to LEA and school policies regarding appropriate use, data protection, computer misuse and health & safety

Make:		Asset Tag Number:	
Model:		Charger Provided:	
Serial Number:		Other Accessories:	

I confirm that I have read, understood, and agree to adhere to the terms and conditions (as stated above) for the loan of this Portable Device. I confirm that I have received the Portable Device and accessories, detailed above.

Staff Full Name:		Member of Staff Issuing Device:	
Staff Signature:		Signature:	
Date:		Date:	