



IPSWICH SCHOOL

STAFF ICT POLICY

School Computers and Mobile Devices

For the purpose of this document, any portable computing device such as a smartphone, laptop or tablet will be referred to as a mobile device.

Users are not permitted to undertake any of the following actions:

1. Log on to the network with another user's account.
2. Unplug any ICT equipment, including network cables from any plug or network socket.
3. Plug any personal or unauthorised device directly into a physical network socket or switch.
4. Use a school email address for anything other than school activities. For example, using a school email address for any personal social media accounts.
5. Use computers or mobile devices to send offensive or harassing material to others.
6. Tamper with computer hardware or software.
7. Attempt to gain access to the local drive of a school computer.
8. Attempt to share any drives or folders from a mobile device on the school network (unless it is a file/folder stored in your school Google account).
9. Attempt to gain access to unauthorised areas of the network.
10. Use VPN clients or any other software attempting to circumvent the school's web filter.
11. Attempt to access inappropriate websites.
12. Attempt to spread viruses through the school network.
13. Attempt to create any type of script or executable while connected to the school network unless explicit approval has been given by ICT.
14. Use school computers or mobile devices for any form of illegal activity, including software and music piracy.
15. Use any software on a school computer which is not installed by ICT. This includes software stored on external storage devices or software downloaded from the internet which has the ability to run from a user's profile.

Data Protection

1. Staff are provided with an on-site 'My Documents' and 'Desktop' folder as well as Google Drive. Files must not be stored anywhere else other than these locations.
2. Staff must not use external storage devices, including USB sticks, unless explicit approval has been given by ICT.
3. Personal mobile devices that are connected to school services, including WiFi and/or Email/Drive must not be using a shared user profile. If the device is shared amongst family members, separate user profiles must exist.
4. Your school password should not be used for any other online service, e.g. Facebook. For the greatest protection, you should use unique passwords for all online services and set up two-factor authentication wherever possible.
5. If a device is lost or stolen, please contact ICT as soon as possible so you can obtain advice on wiping the school's data from the device.
6. Staff must not share their access/printing card with anyone. If you lose your card, you must inform the Helpdesk immediately.

Devices and Support Agreement

1. The ICT department operates a helpdesk ticketing system where tickets are dealt with on a priority basis.
 - a. Operating hours of the Helpdesk are 8am to 5pm.
 - b. We aim for a response time of one hour on any issue affecting the ability to deliver a lesson.
 - c. All other queries should be responded to within the school day.
 - d. We do not guarantee that tickets will be responded to outside of normal operating hours unless prior arrangements have been made with the Director of IT.
2. All ICT equipment must be purchased through ICT. If equipment is purchased without ICT approval, it will be regarded as a personal device, and support will be limited.

Breach of the acceptable use policy may result in disciplinary action being taken.

Reviewed September 2025

