



Staff IT and Devices Policy

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Statement of intent

Gloverspiece believes that ICT plays an important part in both teaching and learning over a range of subjects, and Gloverspiece accepts that both Gloverspiece-owned and personal electronic devices are widely used by members of staff. Gloverspiece is committed to ensuring that both staff and pupils have access to the necessary facilities and support to allow them to carry out their work.

Gloverspiece has a sensible and practical approach that acknowledges the use of devices, and this policy is intended to ensure that:

- Members of staff are responsible users and remain safe while using the internet.
- Gloverspiece ICT systems and users are protected from accidental or deliberate misuse which could put the security of the systems and/or users at risk.
- Members of staff are protected from potential risks in their everyday use of electronic devices.
- A process is in place for claiming financial payments when electronic devices are lost or damaged by members of staff.

Personal use of ICT equipment and personal devices is permitted at Gloverspiece; however, this is strictly regulated and must be done in accordance with this policy and the Online Safety Policy.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- Computer Misuse Act 1990
- Communications Act 2003
- Freedom of Information Act 2000
- Human Rights Act 1998
- Voyeurism (Offences) Act 2019
- The UK General Data Protection Regulation (UK GDPR)

This policy operates in conjunction with the following Gloverspiece policies:

- Data Protection Policy
- Freedom of Information Policy
- Complaints Procedure and Log
- Online Safety Policy



2. Roles and responsibilities

The governing board has the responsibility for the overall implementation of this policy, ensuring it remains compliant with relevant legislation.

The headteacher is responsible for:

- Reviewing and amending this policy with the ICT technician, considering new legislation, government guidance and previously reported incidents, to improve procedures.
- The day-to-day implementation and management of the policy.
- The overall allocation and provision of resources.
- Handling complaints regarding this policy as outlined in Gloverspiece's Complaints Procedure and Log.
- Informing staff that Gloverspiece reserves the right to access personal devices for the purpose of ensuring the effectiveness of this policy.

The ICT technician is responsible for:

- Carrying out random checks on internet activity of all user accounts and to report any inappropriate use to the headteacher.
- Monitoring the computer logs on Gloverspiece's network and to report any logged inappropriate use to the headteacher.
- Remotely viewing or interacting with any of the computers on Gloverspiece's network. This may be done randomly to implement this policy and to assist in any difficulties.
- Ensuring routine security checks are carried out on all Gloverspiece-owned and personal devices that are used for work purposes to check that appropriate security measures and software have been updated and installed.
- Ensuring that, though appropriate steps will be taken to ensure personal information is not seen during security checks, staff are made aware of the potential risks.
- Accessing files and data to solve problems for a user, with their authorisation.
- Adjusting access rights and security privileges in the interest of the protection of Gloverspiece's data, information, network and computers.
- Disabling user accounts of staff who do not follow this policy, at the request of the headteacher.
- Assisting the headteacher in all matters requiring reconfiguration of security and access rights and in all matters relating to this policy.
- Assisting staff with authorised use of the ICT facilities and devices, if required.
- Immediately reporting any breach of personal devices to the DPO.

The DPO is responsible for:

- Ensuring that all Gloverspiece-owned and personal electronic devices have security software installed, to protect sensitive data in cases of loss or theft.
- Ensuring that all Gloverspiece-owned devices are secured and encrypted in line with Gloverspiece's Data Protection Policy.
- Ensuring that all devices connected to Gloverspiece network and internet are encrypted.
- Ensuring all staff are aware of, and comply with, the data protection principles outlined in Gloverspiece's Data Protection Policy.



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Staff members are responsible for:

- Requesting permission from the headteacher or ICT technician, subject to their approval, before using Gloverspiece-owned devices for personal reasons during Gloverspiece hours.
- Requesting permission to loan Gloverspiece equipment and devices from the headteacher.
- Requesting permission from the headteacher, subject to their approval, before using personal devices during Gloverspiece hours and ensuring these devices are submitted for security checks.
- Reporting misuse of ICT facilities or devices, by staff or pupils, to the headteacher.

3. Classifications

Gloverspiece-owned and personal devices or ICT facilities include, but are not limited to, the following:

- Computers, laptops and software
- Monitors
- Keyboards
- Mouses
- Cameras
- Other devices including furnishings and fittings used with them
- Mail systems (internal and external)
- Internet and intranet (email, web access and video conferencing)
- Telephones (fixed and mobile)
- Tablets and other portable devices
- Computers
- Photocopying, printing and reproduction equipment
- Documents and publications (any type of format)

4. Acceptable use

This policy applies to any computer or other device connected to Gloverspiece's network and computers.

Gloverspiece will monitor the use of all ICT facilities and electronic devices. Members of staff will only use Gloverspiece-owned and approved personal devices for work duties and educational purposes. The duties for which use is permitted include, but are not limited to, the following:

- Preparing work for lessons, activities, meetings, reviews, etc.
- Researching any Gloverspiece-related task
- Any tuition or educational use
- Collating or processing information for Gloverspiece business
- Communicating with other members of staff, such as contacting Gloverspiece office for assistance.



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Inappropriate use of Gloverspiece-owned and personal devices could result in a breach of Gloverspiece's Data Protection Policy.

Inappropriate use of Gloverspiece-owned and personal devices could result in a breach of legislation, including the UK GDPR and Data Protection Act 2018.

Any member of staff found to have breached Gloverspiece's Data Protection Policy or relevant legislation will face disciplinary action.

Staff will always be an example of good practice to pupils, serving as a positive role model in the use of ICT and related equipment.

Since ICT facilities are also used by pupils, Gloverspiece will have acceptable use agreements in place for pupils – staff will ensure that pupils comply with these.

Pupils found to have been misusing the ICT facilities will be reported to the headteacher.

Gloverspiece-owned electronic devices will not be used to access any material which is illegal, inappropriate, or may cause harm or distress to others.

Any illegal, inappropriate or harmful activity will be immediately reported to the headteacher.

Members of staff will not:

- Open email attachments from unknown sources.
- Use programmes or software that may allow them to bypass the filtering or security systems.
- Give their home address, phone number, social networking details or email addresses to pupils or parents – contact with parents will be done through authorised Gloverspiece contact channels.

All data will be stored appropriately in accordance with Gloverspiece's Data Protection Policy.

Members of staff will only use Gloverspiece-owned electronic devices to take pictures or videos of people who have given their consent.

Gloverspiece-owned electronic devices will not be used to access personal social media accounts.

Personal electronic devices will not be used to communicate with pupils or parents, including via social media.

Staff will ensure they:

- Express neutral opinions when representing Gloverspiece online.
- Avoid disclosing any confidential information or comments regarding Gloverspiece, or any information that may affect its reputability.
- Have the necessary privacy settings applied to any social networking sites.

Images or videos of pupils, staff or parents will only be published online for the activities which consent has been sought.



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Copyrighted material will not be downloaded or distributed.

Gloverspiece-owned devices will be taken home for work purposes only, once approval has been sought from the headteacher and ICT technician. Remote access to Gloverspiece network will be given to staff using these devices at home if required.

Gloverspiece equipment that is used outside the premises, e.g. laptops, will be returned to Gloverspiece when the employee leaves employment, or if requested to do so by the headteacher.

While there is scope for staff to utilise Gloverspiece equipment for personal reasons, this will not be done during working hours unless approved by the headteacher or in the case of a personal emergency.

Private business will not be mixed with official duties, e.g. work email addresses will be reserved strictly for work-based contacts only.

Use of a Gloverspiece-owned phone for personal use will be permitted for necessary calls. A charge may be requested as a result of calls exceeding this time.

Personal use of Gloverspiece-owned equipment can be denied by the headteacher at any time. This will typically be because of improper use or over-use of Gloverspiece facilities for personal reasons. A charge may be made for using equipment if the values are significant.

Where permission has been given to use Gloverspiece equipment for personal reasons, this use will take place during the employee's own time, e.g. during lunchtime or after the working day. Where this is not possible, or in the case of an emergency, equipment can be used for personal reasons during work hours provided that disruption to the staff member's work, and the work of others, is minimal.

Abuse of ICT facilities or devices could result in privileges being removed. Staff will be aware of acceptable ICT use, and misuse of the facilities, as defined in this policy, will be reported to the headteacher.

Failure to adhere to the rules described in this policy may result in disciplinary action.



5. Emails and the internet

Gloverspiece email system and internet connection are available for communication and use on matters directly concerned with Gloverspiece business.

Emails will not be used as a substitute for face-to-face communication, unless it is otherwise impossible.

Unprofessional messages will not be tolerated. All emails will be written in a professional tone and will be proof read by the staff member sending the email to ensure this prior to sending.

Abusive messages will not be tolerated – any instant of abuse may result in disciplinary action.

If any email contains confidential information, the user will ensure that the necessary steps are taken to protect confidentiality.

Gloverspiece will be liable for any defamatory information circulated either within Gloverspiece or to external contacts.

Gloverspiece email system and accounts will never be registered or subscribed to spam or other non-work-related updates, advertisements or other personal communications. Gloverspiece email addresses will not be shared without confirming that they will not be subjected to spam or sold on to marketing companies.

All emails that are sent or received will be retained within Gloverspiece for a period of six months dependent on the information contained. The timeframe will be altered where an inbox becomes full.

Personal email accounts will only be accessed via Gloverspiece computers outside of work hours and only if they have built-in anti-virus protection approved by the ICT technician. Staff will ensure that access to personal emails never interferes with work duties.

The types of information sent through emails to a personal device will be limited to ensure the protection of personal data, e.g. pupils' details.

Contracts sent via email or the internet are as legally binding as those sent on paper. An exchange of emails can lead to a contract being formed between the sender, or Gloverspiece, and the recipient. Staff will never commit Gloverspiece to any obligations by email or the internet without ensuring that they have the authority to do so.

Purchases for Gloverspiece equipment will only be permitted to be made online with the permission of the headteacher, and a receipt will be obtained in order to comply with monitoring and accountability.



6. Personal devices

All personal devices that are used to access Gloverspiece's online systems or email accounts, e.g. laptops or mobile phones, will be declared and approved by the headteacher before use and submitted for the routine checks outlined in Safety and security section of this policy.

Members of staff will not contact pupils or parents using their personal devices.

Personal devices will only be used for off-site educational purposes when mutually agreed with the headteacher.

Inappropriate messages will not be sent to any member of Gloverspiece community.

Permission will be sought from the owner of a device before any image or sound recordings are made on their personal device. Consent will also be obtained from staff, pupils and other visitors if photographs or recordings are to be taken.

Members of staff bringing personal devices into Gloverspiece will ensure that there is not any inappropriate or illegal content on their device.

7. Removable media

We do not allow the use of removable media at Gloverspiece including, but not limited to, the following:

- USB drives
- DVDs
- CDs

8. Cloud-based storage

Data held in remote and cloud-based storage is still required to be protected in line with the UK GDPR and DPA 2018; therefore, members of staff will ensure that cloud-based data is kept confidential and no data is copied, removed or adapted.

9. Storing messages

Emails and messages stored on Gloverspiece-owned devices will be stored digitally or in a suitable hard copy file and disposed of regularly.

Information and data on Gloverspiece's network and computers will be kept in an organised manner and should be placed in a location of an appropriate security level.



10. Unauthorised use

Staff will not be permitted, under any circumstances, to:

- Use the ICT facilities for commercial or financial gain without the explicit written authorisation from the headteacher.
- Physically damage ICT and communication facilities or Gloverspiece-owned devices.
- Use or attempt to use someone else's user account. All users of the ICT facilities will be issued with a unique user account and password. User account passwords will never be disclosed to or by anyone.
- Use the ICT facilities at any time to access, download, send, receive, view or display any of the following:
 - Any material that is illegal
 - Any message that could constitute bullying, harassment (including on the grounds of sex, race, religion/religious belief, sexual orientation or disability) or any negative comment about other persons or organisations
 - Online gambling
 - Remarks, which may adversely affect the reputation of any organisation or person, whether or not you know them to be true or false
 - Any sexually explicit content, or adult or chat-line phone numbers
- Generate messages or documents that appear to originate from someone else, or otherwise impersonate someone else.
- Install hardware or software without the consent of the ICT technician or the headteacher.
- Introduce any form of stand-alone software or removable hardware likely to cause malfunctioning of the ICT facilities or that will bypass, over-ride or overwrite the security parameters on the network or any of Gloverspiece's computers.
- Use or attempt to use Gloverspiece's ICT facilities to undertake any form of piracy, including the infringement of software licenses or other copyright provisions whether knowingly or not. This is illegal.
- Purchase any ICT facilities without the consent of the ICT technician or headteacher. This is in addition to any purchasing arrangements followed according to the Finance Policy.
- Use or attempt to use Gloverspiece's phone lines for internet or email access unless given authorisation by the headteacher. This will include using or attempting to use any other form of hardware capable of telecommunication, regardless of ownership.
- Use any chat-lines, bulletin boards or pay-to-view sites on the internet. In addition, staff will not download or attempt to download any software of this nature.
- Use the internet for any auctioning activity or to purchase items unless given authority to do so by the headteacher. This is in addition to any purchasing arrangement followed according to the Finance Policy.
- Knowingly distribute or introduce a virus or harmful code onto Gloverspiece's network or computers. Doing so may result in disciplinary action, including summary dismissal.
- Use the ICT facilities for personal use without the authorisation of the headteacher. This authorisation will be requested on each occasion of personal use.



- Copy, download or distribute any material from the internet or email that may be illegal to do so. This can include computer software, music, text, and video clips. If a staff member it is not clear that they have permission to do so, or if the permission cannot be obtained, they will not download the material.
- Use, or attempt to use, the communication facilities to call overseas without the authorisation of the headteacher.
- Obtain and post on the internet, or send via e-mail, any confidential information about other employees, Gloverspiece, its customers or suppliers.
- Interfere with someone else's use of the ICT facilities.
- Be wasteful of ICT resources, particularly printer ink, toner and paper.
- Use the ICT facilities when it will interfere with their responsibilities to supervise pupils.
- Share any information or data pertaining to other staff or pupils at Gloverspiece with unauthorised parties. Data will only be shared for relevant processing purposes.
- Operate equipment to record an image beneath a person's clothing with the intention of observing, or enabling another person to observe, the victim's genitals or buttocks without their knowledge or consent, whether exposed or covered by underwear – otherwise known as "upskirting".

Any unauthorised use of email or the internet will likely result in disciplinary action, including summary dismissal, in line with the Disciplinary Policy and Procedure.

If a member of staff is subjected to, or knows about harassment, upskirting or bullying that has occurred via staff email or through the use of Gloverspiece-owned devices, they will report this immediately to the headteacher.

11. Safety and security

Filtering of websites will ensure that access to websites with known malware are blocked immediately and reported to the ICT technician.

Approved anti-virus software and malware protection will be used on all approved devices and will be updated on a regular basis.

Members of staff will ensure that all Gloverspiece-owned electronic devices are made available for anti-virus updates, malware protection updates and software installations, patches or upgrades, when required.

Programmes and software will not be installed on Gloverspiece-owned electronic devices without permission from the ICT technician.

Staff will not be permitted to remove any software from a Gloverspiece-owned electronic device without permission from the ICT technician.

Members of staff who install or remove software from a Gloverspiece-owned electronic device without seeking authorisation from the ICT technician, may be subject to disciplinary measures.



All devices will be secured by a password or biometric access control.

Passwords will be kept confidential and must not be shared with pupils, unauthorised members of staff or third parties.

12. Loss, theft and damage

For the purpose of this policy, “damage” is defined as any fault in a Gloverspiece-owned electronic device caused by the following:

- Connections with other devices, e.g. connecting to printers which are not approved by the ICT technician
- Unreasonable use of force
- Abuse
- Neglect
- Alterations
- Improper installation

If a Gloverspiece-owned electronic device is damaged or lost outside of Gloverspiece hours and/or off-site, the member of staff at fault may be responsible for paying damages.

Any incident that leads to a Gloverspiece-owned electronic device being lost will be treated in the same way as damage.

The ICT technician and headteacher will decide whether a device has been damaged due to the actions described above.

The ICT technician will be contacted if a Gloverspiece-owned electronic device has a technical fault.

If it is decided that a member of staff is liable for the damage, they will be required to pay 20 percent of the total repair or replacement cost. A written request for payment will be submitted to the member of staff who is liable to pay for damages.

If the member of staff believes that the request is unfair, they can make an appeal to the headteacher, who will make a final decision.

In cases where the headteacher decides that it is fair to seek payment for damages, the member of staff will be required to make the payment within six weeks of receiving the request.

The member of staff will not be permitted to access Gloverspiece-owned electronic devices until the payment has been made.

In cases where a member of staff repeatedly damages Gloverspiece-owned electronic devices, the headteacher may decide to permanently exclude the member of staff from accessing devices.

If a Gloverspiece-owned device is lost or stolen, or is suspected of having been lost or stolen, the headteacher will be informed as soon as possible to ensure the appropriate steps are taken to delete



data from the device that relates to Gloverspiece, its staff and its pupils, and that the loss is reported to the relevant agencies.

Gloverspiece will not be responsible for the loss, damage or theft of any personal device, including phones, cameras, tablets, removable media, etc.

13. Implementation

Staff will report any breach of this policy to the headteacher.

Regular monitoring and recording of email messages will be carried out on a random basis. Hard copies of email messages can be used as evidence in disciplinary proceedings.

Use of the telephone system may be logged and monitored.

Use of Gloverspiece internet connection may be recorded and monitored.

The ICT technician may remotely view or interact with any of the computers on Gloverspiece's network. This may be used randomly to implement this policy and to assist in any difficulties.

Gloverspiece's network has anti-virus software installed with a centralised administration package; any virus found will be logged to this package.

Gloverspiece's database systems are computerised. Unless given permission by the ICT technician, members of staff will not access the system. Failure to adhere to this requirement may result in disciplinary action.

Users will ensure that critical information is not stored solely within Gloverspiece's computer system. Hard copies will be kept or stored separately on the system. If necessary, documents will be password protected.

Users will be required to familiarise themselves with the requirements of the UK GDPR and Data Protection Act 2018, and to ensure that they operate in accordance with the requirements of the regulations and the Data Protection Policy.

Any breach of the rules in this policy may result in disciplinary action, which may lead to dismissal.

A misuse or breach of this policy could also result in criminal or civil actions being brought against the persons involved or Gloverspiece.



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Staff Declaration Form

All members of staff are required to sign this form before they are permitted to use electronic devices that are owned by Gloverspiece.

By signing this form, you are declaring that you have read, understood and agree to the terms of the Staff ICT and Electronic Devices Policy. You should read and sign the declaration below before returning it.

Members of staff are required to re-sign this declaration form if changes are made to the policy.

I have read Gloverspiece's Staff ICT and Electronic Devices Policy and understand that:

- Gloverspiece equipment must not be used for the fulfilment of another job or for personal use, unless specifically authorised by the headteacher.
- Illegal, inappropriate or unacceptable use of Gloverspiece or personal equipment will result in disciplinary action.
- Gloverspiece reserves the right to monitor my work emails, phone calls, internet activity and document production.
- Passwords must not be shared and access to Gloverspiece's computer systems must be kept confidential.
- I must act in accordance with this policy at all times.

Name of staff	
Job title	
Department	
Signed	
ICT technician signed	
Headteacher signed	
Date signed	



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Loan Request Form

This form should be completed by staff members when requesting to loan Gloverspiece-owned equipment.

Staff members must detail the specific equipment or device which is requested, as well as provide a reason, and where necessary, evidence, as to why the equipment or device is required.

Name		Role	
Equipment required			
Reason			
First date of loan		Return date	
Authorised (if rejected, detail why)			
Signed (on behalf of GP)			
Job role		Date	