



ICT Policy & Acceptable Use Agreement

PURPOSE

This document details the Ark ICT acceptable use policy and the obligations of members of staff to protect Schools and Ark Data and the use of equipment.

Date of last review:	September 2017	Author:	CIO
Date of next review:	September 2021	Owner:	Deputy Chief Executive
Type of policy:	<input checked="" type="checkbox"/> Network-wide <input type="checkbox"/> Tailored by school	Approval:	Board
School:	N/A	Key Contact Name:	Governance team
Key Contact Email:	governance.team@arkonline.org	Key Contact Phone:	020 3116 6333

POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input checked="" type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	e.g. Behaviour Model

Introduction

I understand that working in an educational context brings with it high expectations of behaviour and integrity, and responsibilities with regard to safeguarding. These expectations include:

- Interacting with pupils in an appropriate way.
- Interacting with colleagues, parents, and other school or work contacts in an appropriate way.
- Being trustworthy with confidential and sensitive information.
- Looking after the fabric and equipment of the school and the Ark, and respecting school property.
- Maintaining the reputation of the school and the Ark (even when not at work).
- Maintaining professional standards of conduct.

These things are equally true when ICT systems, including computers and phones, are involved.

Staff may use school/Ark equipment/network for:

- School/work purposes.
- Reasonable personal use that does not interfere with work.

I understand:

- This agreement applies to the use of Ark ICT systems regardless of location.
- There is a presumption that emails, voice messages and data are stored on Ark equipment for business purposes. This information will be filtered and monitored, and may be accessed to meet business needs.

I will not:

- Do anything that may compromise the safety of children or staff.
- Disclose my username or password to anyone else.
- Try to use any other person's username and password for any purpose.
- Do anything offensive that might bring the school or the Ark into disrepute.
- Access, copy, remove or alter any other user's files without their explicit permission.
- Engage in any on-line activity that may compromise my professional responsibilities.
- Attempt to install programmes on a machine, or store programs on equipment unless approved by school or Ark management.
- Try to circumvent security settings or content filters.
- Deliberately breach anyone's copyright.

I will:

- Bring to the attention of the ICT Department or a member of the Senior Leadership Team any ICT activity or material that may be inappropriate or harmful.
- Report any damage or faults involving equipment or software, however this may have happened, as soon as reasonably possible.
- Only use chat and social networking sites in accordance with the school's and Ark's policies.
- In order to protect both pupils and staff, I will only communicate with pupils using Ark email, work phones, and other school communication systems, but not personal phones, email, or social media, except in an emergency.
- As far as is possible, use Ark provided systems to communicate with parents on school and pupil matters. I will maintain professional standards of conduct if I communicate with parents socially using personal phones, email or social media.

Information Security

I understand that I may have access to sensitive information about colleagues, families or pupils in our care. I will comply with the Ark guidance on data protection and will keep sensitive information within the Ark network. I will not send sensitive information via personal email accounts (Hotmail, Gmail etc.) or store it on:

- Un-encrypted USB sticks
- Personal devices (phones, laptops) or
- ‘Cloud storage’ (SkyDrive, iCloud)
- Email links and attachments:
 - Be ultra-cautious with email.
 - If you were not expecting it, then be suspicious
 - Do not open attachments unless you were specifically expecting them
 - Do not click on links outside of your organisation unless you are certain they are OK
 - If in doubt, do not open the email.
 - Report all concerns – no matter how trivial – to ICT department

Images & Videos

In order to prevent allegations of inappropriate activities, including against Ark staff, I will not store images of pupils on my personal devices. Any images taken on personal devices will be downloaded to school or Ark systems as soon as reasonably possible and the personal copy permanently removed.

Bringing Your Own Device

When I use personal devices in work, I understand that the same expectations of behaviour apply as if I were using school equipment.

I understand that if I fail to comply with this Acceptable Use Agreement, I may have my ICT access suspended and/or be subject to disciplinary action. A copy of this agreement is available upon request and is available within Ark Net. I understand a copy of this signed document will be placed on my personal file.

I have read and understand the above:

Staff Name	
Signed	
Date	

Appendix 1: Ways in Which the Academy supports with Acceptable Use of IT

- **Age-appropriate assemblies and parent workshops for primaries**
 - Online gaming
 - Social media apps
 - Who are “friends”
 - When does grooming begin
 - What does grooming look like
 - Bullying
 - Red flags such as personal questions or threats
 - Reporting processes

- **External presentations to community groups such as Cadets / Scouts**
 - Online reputation
 - Impact of hate and bullying
 - Mental health
 - What employers look at
 - Red flags such as way too many friends / followers

- **Secondary assemblies by year group**
 - Bullying
 - Privacy
 - Reputation
 - Hate

- **Parent workshops to support their child**
 - What apps children use
 - What they get up to
 - How they bend the rules
 - The dangers of misuse
 - How parents and children can help themselves
 - How to report
 - Always talk to us for support and advice



Safeguarding with Senso

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Document Control

Ownership	
Author	Liam Baker
Owner	Ark IT Department

Change History			
Version	Change History	Revised By	Date
0.1	Document created	Liam Baker	17/09/19
1.0	Document Published	Gareth Jelley	17/09/19

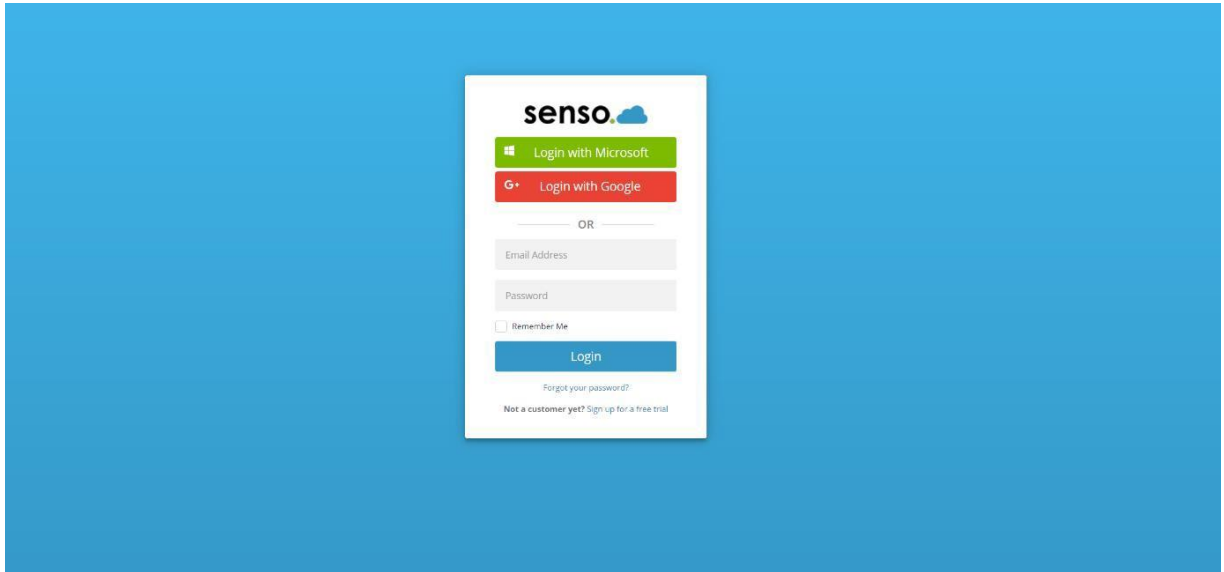
Introduction

Senso is a cloud based solution for Classroom and Safeguarding Management. This user guide will show you how to log into Senso and View logs and violations made by staff and students.

Using Senso

Overview of Senso

1. Open <https://portal.senso.cloud/> then choose to **Login with Microsoft**. This will use your normal email and password to sign in to Senso.



2. Once you have successfully logged into Senso, you will need to click on the **Cog** to be directed to the **Admin Centre**.



3. When you are in the **Admin Centre**, you can find the overview for **Violations for Users and Devices, Key Words** and view **Detection Libraries**

Keyword	Count
Nazi	2
Phat	2
Nazi	2
moop	1

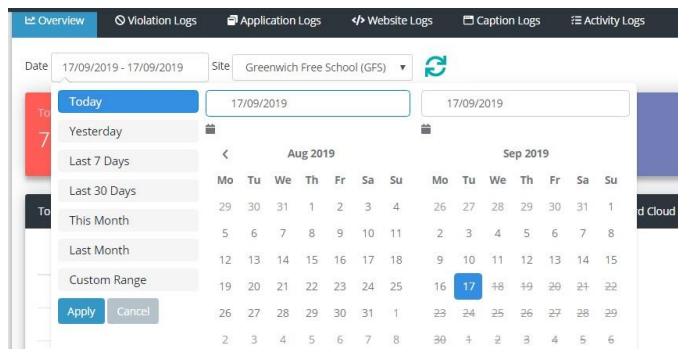
User	Violations
S.MAYTOD	2
T.OALBMAN	2
F.LOQUE	2
G.MOHMOU	1

Device	Violations
GPS L19-0033	2
GPS L19-0067	2
GPS L19-0038	2
GPS L19-010	1

Library	Violations
Discrimination 1 of 2	2
Drugs / Substance Abuse	2
Discrimination 2 of 2	2
Bullying Words	1

Violation Logs

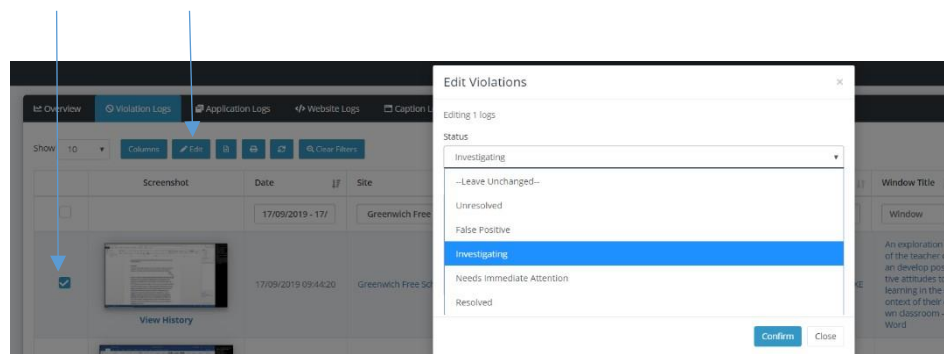
1. When you are looking at the **Overview**, you can change the dates to view any previous logs that have been made.



2. Next to the **Overview** page is a tab called **Violation Logs**. Here you can look for logs made by a **User**, **Phrases** and filter the **Severity**. A screenshot will be logged of when the **Violation** was picked up.

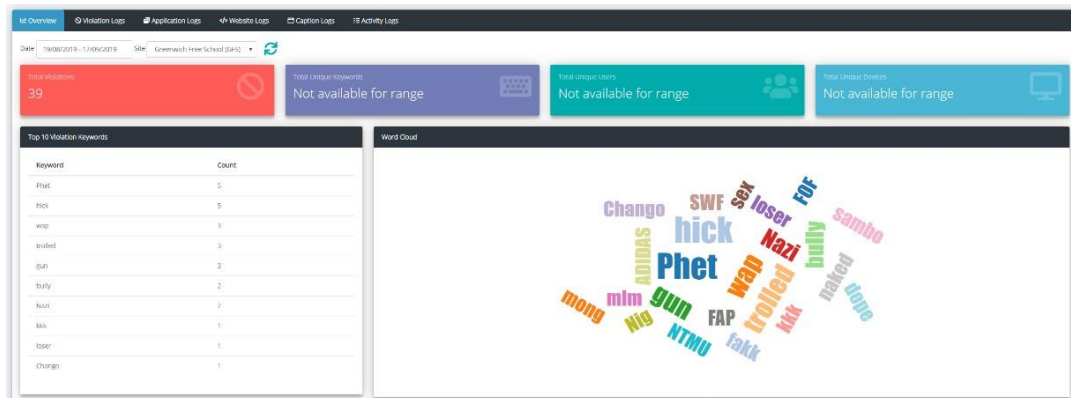
Screenshot	Date	Site	Device	User	Phrase	Status	Application	Window Title	Action	Contact	Severity	Library	Info
	17/09/2019 - 17/09/2019	Greenwich Free School (GFS)	Device	User	Phrase	All	Application	Window	All	All	All	Library	
	17/09/2019 09:44:30	Greenwich Free School (GFS)	GT54-19-030	Teacher01	ring	Unresolved	WINWORD.EXE	An exploration of the teacher's... an develop post... tive attitudes to... learning in the c... ontext of their o... wn classroom - Word	Screenshot	Keyword	Low	Bullying (Words)	Detected phrase four
	17/09/2019 09:45:52	Greenwich Free School (GFS)	GT54-19-030	Teacher01	NaN	Unresolved	WINWORD.EXE	Read New Lem... and SP1A - Word d	Screenshot	Keyword	Low	Discrimination 1 of 2	Detected phrase four
	17/09/2019 09:42:07	Greenwich Free School (GFS)	GT54-19-030	Teacher04	hki	Unresolved	CCM.exe	Like Register... C... ations Caterin... g Manager... the... research Free Sch... and (Statistics Sh...)	Screenshot	Keyword	Low	Discrimination 1 of 2	Detected phrase four
	17/09/2019 09:41:32	Greenwich Free School (GFS)	GT54-19-030	Teacher07	NaN	Unresolved	WINWORD.EXE	Read New Lem... and SP1A - Word d	Screenshot	Keyword	Low	Discrimination 2 of 2	Detected phrase four
	17/09/2019 08:16:42	Greenwich Free School (GFS)	GT54-19-030	Student02	Flas	Unresolved	EXCEL.SXS	VT Progress Re... out VLS - LSL6	Screenshot	Keyword	Low	Drugs / Substance Abuse	Detected phrase four

3. If you want to change the **Status** of the violation, this can be done by clicking the box next to the screenshot, then click **Edit**. You will then be able to change the status of the Violation as shown in the screenshot below.



Word Cloud

1. On the **Overview** section you can see a page for **Word Cloud**. This is all the words that have been flagged up through Senso.



2. Within this page you can click on a word and view the total logs for that specific word

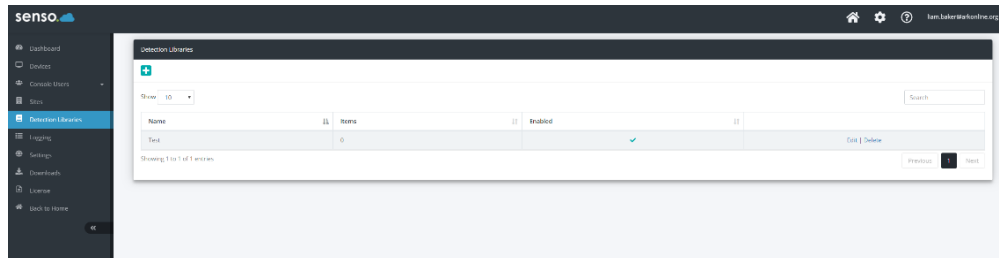
Screenshot	Date	Site	Device	User	Phrase	Status	Application	Window Title	Action	Context	Severity	Library	Info
	17/09/2019 08:16:42	Greenwich Free School (GFS)	GFS-L19-0067	Student24	Phet	Unresolved	EXCEL.DXE	VIT Program (mg...)	Screenshot	Keyword	Low	Drugs / Substance Abuse	Detected phrase fou
	17/09/2019 08:13:01	Greenwich Free School (GFS)	GFS-L19-0067	Student24	Phet	Unresolved	EXCEL.DXE	VIT Program (mg...)	Screenshot	Keyword	Low	Drugs / Substance Abuse	Detected phrase fou
	12/09/2019 14:46:29	Greenwich Free School (GFS)	GFS-D19-0015	Student93	Phet	Unresolved	WINWORD.DXE	NBA PROPHET	Screenshot	Keyword	Low	Drugs / Substance Abuse	Detected phrase fou
	12/09/2019 14:37:00	Greenwich Free School (GFS)	GFS-D19-0015	Teacher92	Phet	Unresolved	WINWORD.DXE	Save As	Screenshot	Keyword	Low	Drugs / Substance Abuse	Detected phrase fou
	12/09/2019 14:03:54	Greenwich Free School (GFS)	GFS-D19-0015	Teacher32	Phet	Unresolved	WINWORD.DXE	Programming 2	Screenshot	Keyword	Low	Drugs / Substance Abuse	Detected phrase fou

3. Rather than searching for word that has been struck as a violation, you can also search and filter for specific users under the **User** Column.

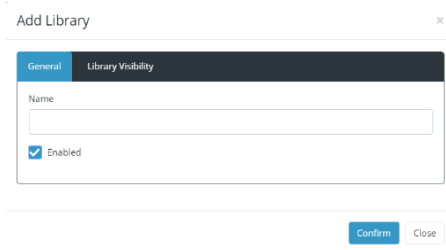
Screenshot	Date	Site	Device	User	Phrase	Status	Application	Window Title	Action	Context	Severity	Library
	17/09/2019 11:55:31	Greenwich Free School (GFS)	GFS-D19-0012	gfsteacher01	ibu	Unresolved	Explorer.EXE	This PC	Screenshot	Keyword	High	Bullyin
	17/09/2019 11:01:32	Greenwich Free School (GFS)	GFS-L19-0044	gfsteacher01	sex	Unresolved	chrome.exe	Show My Home	Screenshot	Keyword	Low	Adult C
	17/09/2019 16:47:03	Greenwich Free School (GFS)	GFS-T18-009	gfsharsh01	hamas	Unresolved	chrome.exe	New Tab - Google Chrome	Screenshot	Keyword	Low	Extrem
	17/09/2019 16:39:18	Greenwich Free School (GFS)	GFS-L19-0067	gfsteacher01	FOF	Unresolved	chrome.exe	Mail	Screenshot	Keyword	Low	Discrin
	17/09/2019 09:44:20	Greenwich Free School (GFS)	GFS-L18-010	gfsteacher01	morg	Unresolved	WINWORD.DXE	An exploration	Screenshot	Keyword	Low	Bullyin

Detection Libraries

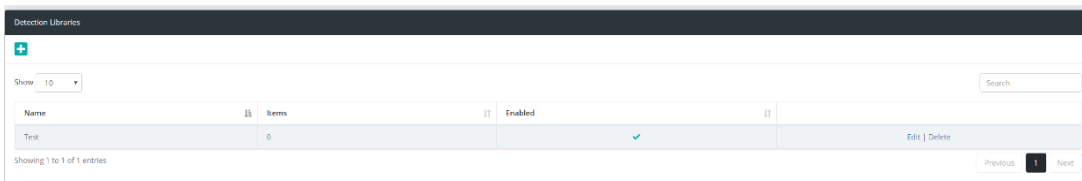
1. On the left hand side of the Senso Portal is a **Detection Libraries** section. Within here you can add phrases and words to be monitored across Senso and what action it will take if this word or phrase has been detected. You also have the option to select where it will scan for this word/phrase to be picked up such as on website or an application.



2. To add a new word or phrase click the **+** icon within the Detection Library page then title your Word or Phrase so it's easy to identify what detection policy has been put in place. Make sure you have selected **Enabled**.



3. When you have created your template for your Word or Phrase you will see that it has been populated within the Detection Library Centre. You then need to click **Edit**



4. You will then be taken into the Template properties to add the word or phrase you will like to be flagged up. Click the **+** button again, here you can add your **Phrase**, select where you would like the specific word or phrase to be flagged up followed by what action you would like to take such as **Block** or **Whitelist**. Finally, you can change the **Severity** of the word. Once these fields have been filled out. Click **Confirm**, then **Confirm** again on the overview page

