Monitoring Policy

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MONITORING POLICY

The School's Monitoring Policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School who are required to familiarise themselves and comply with its contents. The School reserves the right to amend its content at any time.

This policy is to be read in conjunction with the following policies:

Electronic Information and Communications
Security
Social Media
Code of Conduct
CCTV

Monitoring of use systems

ASD Learning Ltd expects all its computer and telephone facilities to be used in a professional manner. These facilities are provided by ASD Learning Ltd at its own expense for its own business purposes. It is the responsibility of each employee to ensure that this technology is used for proper business purposes and in a manner that does not compromise ASD Learning Ltd or its employees in any way.

The School's systems provide the capability to monitor telephone, e-mail, voicemail, web and other communications traffic. For business reasons, and in order to perform various legal obligations in connection with our role as a School and as an employer, use of the School's systems including the telephone and computer systems, and any personal use of them, is electronically monitored from time to time.

In accordance with the specific monitoring provisions contained in members of staff's individual contracts of employment, monitoring will only be carried out to the extent permitted or required by law and as necessary and justifiable for business purposes. Staff are referred to their individual contract of employment for further details.

The School reserves the right to retrieve the contents of messages or check searches which have been made on the internet for the following purposes (this list is non-exhaustive):

(a) to monitor whether the use of the e-mail system or the internet is legitimate and in accordance with this policy; or
(b) to find lost messages or to retrieve messages lost due to computer failure; or
(c) to assist in the investigation of wrongful acts; or
(d) to comply with any legal obligation.
(e) checking for cyber crime

VOIP Phones

Voice over Internet Protocol Phones

The school uses phones that work using the internet connection which increases their speed and quality whilst reducing the cost of having multiple phone lines.

All calls made by these phones are recorded for training and monitoring purposes and if you are making or receiving an external call this is something you should inform the caller of. There is no way to opt out of this and so if they do not want the callto be recorded the best option is to send an email instead.

CCTV

All members of staff should be aware that the School uses 24 hour CCTV surveillance on its premises for the prevention and detection of crime. The CCTV may be used for the protection of students, staff and School property.

It is important that all staff understand that whilst on the premises, you may be recorded from time to time on surveillance. There are however, strict security controls over this recorded data. Please refer to the CCTV policy for more details. Any question about data held in this way should be addressed to the Data Protection Officer, David Cowell.

Door Entry & Registrar

The Schools Door entry system Monitors your movements around the buildings using your photo ID card, this is also tied in with any CCTV cameras around the access doors in view of the video feed and may take snapshots of people using their cards to gain access, The Registrar system will also monitor the time and location you entered the building when used the system will also require a digital photograph to be taken on the first use, both systems hold this information on secure remote servers for security and safeguarding purposes, you are responsible the ID cards issued if lost inform the IT Department(/management?) in the first instance as all data recorded via these systems you will be liable for.

If disciplinary action results from information gathered through monitoring, the member of staff will be given the opportunity to see or hear the information in advance of the disciplinary hearing and to make representations about it.