

## STAFF AND VOLUNTEERS ICT ACCEPTABLE USE POLICY

---

### Introduction

New technologies are integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users have an entitlement to safe internet access at all times.

### This Acceptable Use Policy is intended to ensure that:

- staff and volunteers are responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use;
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that there is good access to ICT to enhance work and learning opportunities for all. We expect staff and volunteers to agree to be responsible users.

### ACCEPTABLE USE POLICY AGREEMENT

I understand that I must use School ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will ensure that e-safety is paramount in my work using new Technologies.

### For my professional and personal safety:

- I understand that the school monitors my use of the ICT systems, email and other digital communications;
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school;
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by this policy.
- I will not disclose my username or password to anyone else, and will not try to use any other person's username and password;
- I will immediately report any illegal, inappropriate or harmful material, including emails of a sexual or racist nature, or incident, I become aware of, to the Tech Support/NCI;

- I will only access, copy, remove or otherwise alter the files of students for whom I am responsible;
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions. Training will be provided in acceptable email protocols;
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. If these images are published externally it will not be possible to identify subjects unless this has been sanctioned.
- I will ensure that I only use social media in line with the school's policy.
- I will only communicate with students, parents and carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- If leaving my pc for some time I will make sure I lock it to secure my documents.

**The school and Trust have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school.**

- If I want to use my personal hand held/external devices (PDAs/laptops/mobile phones/USB devices etc) on the school network, or with school equipment, I will need the prior agreement of the network support staff and I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes;
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) and I understand that all incidents will be reported to the Police and I will be suspended from my post pending investigation.
- I will not try to upload, download or access any materials which are inappropriate or may cause harm or distress to others, this includes any materials relating to extremism and radicalisation;
- I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials;
- I will not try (unless by prior arrangement with Tech Support/NCI) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work;
- I will not disable or cause any damage to school equipment, or the equipment belonging to others;
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Data Protection Act 2018. Where personal data is transferred outside the secure school network, I understand that it must be kept secure.
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority;
- I will immediately report any damage or faults involving equipment or software.

**I understand that I am responsible for my actions in and out of school and that**

- This Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my personal equipment in school or in situations related to my employment by school;

- If I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and /or Trust Board and in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/Student teacher/Volunteer Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**This information will be used during your time at school and destroyed when you leave.**

*October 2020*