

Acceptable Use of Technology Policy for Staff, Visitors and Volunteers #5

The *Acceptable Use of Technology Policy* was reviewed during the Autumn Term 2018. This document is the result of that review.

DATE AGREED BY FULL GOVERNING BODY:	28.01.19
REVIEW DATE:	January 2021
AUTHOR:	Miss Katherine Smith
HEADTEACHER:	Mrs Kay Bridson
CHAIR OF GOVERNORS:	Miss Angela Britten
SIGNED:	
TO BE READ IN CONJUNCTION WITH:	<i>Acceptable Use Policy</i> <i>Aims of the School</i> <i>Anti-bullying Policy</i> <i>Behaviour for Life and Learning Policy</i> <i>Code of Conduct (for staff, supply and volunteers)</i> <i>Code of Conduct for School Governors</i> <i>Complaints Policy</i> <i>Child Protection Policy</i> <i>Health and Safety Policy with its related policies</i> <i>Home School Agreement</i> <i>Online Safety Policy</i> <i>Keeping Children Safe in Education (September 2016)</i> <i>Relationship and Sex Education Policy</i> <i>Safeguarding Policy</i> <i>Whistleblowing Policy</i>

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Policy Statement

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 other digital information and communications 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 should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

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

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *pupils'* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the *school* will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school

- I understand that the school digital technology 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 the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using *school / academy* ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- 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.
- 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. I will not use my personal equipment to record these images. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school for educational reasons and with the permission of the Headteacher.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. Any communications with pupils and parents/ carers will not be conducted on personal email addresses, mobile phones, social networking sites.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

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

- When I use my mobile devices, mobile phones and USB devices etc. in school, 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 ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- 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) or inappropriate or may cause harm or distress to others. 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 I have permission) 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 install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless I have permission from Kat Smith, Avril Thornton or Kay Bridson.
- I will not disable or cause any damage to school / academy 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 General Data Protection Regulations 2018 (GDPR). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based '*Protected and Restricted*' data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil 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, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the *school / academy*:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that 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 the Local Authority 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 digital technology 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 / Visitor/ Volunteer Name:

Signed:

Date:

Acceptable Policy into Practice (Procedures at our school)

<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<p>Mobile Phones are stored in lockers throughout contact time with pupils. Handbags must be placed in a locker or locked cupboard. Phones may be retrieved at breaks and used off the school premises. (In an emergency please talk to the Head teacher) Ensure family members are aware of the school's phone number. Helpers are asked to not use their mobile devices whilst in school.</p>	<p>Using mobile phones in the staffroom or around the school where children can see them. Contacting a parent or carer on your personal mobile device. Bringing a personal device into school which is storing inappropriate or illegal content.</p>
<p>School cameras are used to record and celebrate learning activities.</p>	<p>The use of personal devices to take photographs. The use of personal computers/ devices to store images of pupils. Cameras should be stored securely at the end of every day. Under no circumstances must cameras be taken into toilet areas or pictures taken whilst children are changing for PE. Random photographs of children are not to be taken.</p>
<p>Hudl tablets are used to record photographs and videos of children's work. Apps are also used to enhance learning.</p>	<p>The use of personal devices to take photographs. The use of personal computers/ devices to store images of pupils. Hudls should be stored securely at the end of every day. Under no circumstances must tablets be taken into toilet areas or pictures taken whilst children are changing for PE.</p>
<p>Laptops / Computers are used to create, retrieve and save information files. They are used to access the internet by staff and pupils. Passwords are not allowed to be shared and files belonging to individuals are to be accessed and altered by tem alone.</p> <p>Staff may use laptops / computers to access the schools' online Sharepoint, as well as the school network and securely save information. All staff have individualised logins and passwords which they are not allowed to share. Staff should lock their screen when they are leaving a work station so that information is still secure.</p>	<p>Personal use of the internet, e.g. internet shopping, inappropriate content</p> <p>Sharing your work station, personal OneDrive or password and logins with anyone else.</p> <p>Accessing personal email accounts.</p>

Responding to incidents of misuse – flow chart

