

ACCEPTABLE USE POLICY - STAFF

Policy Type	
Adopted by	Trustees
Chair of the Trustees	Rev Nigel Sinclair
Date	16.07.2018
To be reviewed	2021
On Website	

Elevate Multi Academy Trust (Elevate) networked resources, are intended for educational purposes, and may only be used for legal activities consistent with the rules of Elevate. If you make a comment about Elevate or any Academy within Elevate you must state that it is an expression of your own personal view. Any use of the network that would bring the name of Elevate or any Academy within Elevate into disrepute is not allowed.

All users are required to follow the conditions laid down in the policy. Any breach of these conditions may lead to withdrawal of the user's access, monitoring and / or retrospective investigation of the users use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

CONDITIONS OF USE

Personal Responsibility

Users are responsible for their behaviour and communications. Staff will be expected to use the resources for the purposes for which they are made available. It is the responsibility of the User to take all reasonable steps to ensure compliance with the conditions set out in this Policy, and to ensure that unacceptable use does not occur. Users will accept personal responsibility for reporting any misuse of the network to a member of the senior leadership team.

Acceptable Use

Users are expected to utilise the network systems in a responsible manner. All computer systems and networks including personal devices connected to Elevate systems will be regularly monitored to ensure that they are being used in a responsible fashion.

Below is a set of rules that must be complied with:

1	I will not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring Elevate or any Academy within Elevate into disrepute.
2	I will use appropriate language –I will remember that I am a representative of Elevate on a global public system. Illegal activities of any kind are strictly forbidden.
3	I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
4	I understand that staff under reasonable suspicion of misuse in terms of time, activity or content may be placed under retrospective investigation or have their usage monitored.
5	Privacy – I will not reveal any personal information (e.g. home address, telephone number, social networking details) of other users to any unauthorised person (see 21). I will not reveal any of my personal information to children.
6	I will not trespass into other users' files or folders. Staff Accessing children's work must be given permission before this can take place.

7	I will ensure that all my login credentials (including passwords) are not shared with any other individuals, displayed or used by any individual than myself. Likewise, I will not share those of other users.
8	I will ensure that if I think someone has learned my password then I will change it immediately and/or contact a member of the senior leadership team.
9	I will ensure that I log off after my network session has finished, or will lock the computer to make it secure until my return.
10	If I find an unattended machine logged on under other users username I will not continuing using the machine – I will log it off immediately.
11	I will not use personal digital cameras or camera phones for creating or transferring images of children and young people without the express permission of the senior leadership team.
12	I am aware that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Anonymous messages are not permitted. I am aware that all emails are backed up and that my emails in the backup may be searched if an investigation is required with or without my knowledge. I understand that my email account and other online/offline storage files can be searched if an investigation is required with or without my knowledge.
13	I will not use the network in any way that would disrupt use of the network by others.
14	I will report any accidental access, receipt of inappropriate materials or filtering breaches/ unsuitable websites to a member of the senior leadership team.
15	I will not use “USB drives”, portable hard-drives, “floppy disks” or personal laptops any other device on the network (wired or wireless) on the network without having them “approved” by the Head teacher. All of these devices must be encrypted.
16	I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use. I understand that all websites I visit are recorded and may be searched, with or without my knowledge, if an investigation is required.
17	I will not download/install any software, system utilities or resources from the Internet or digital device.

18	<p>I will set up a secure pin code on my phone or similar connected device that is connected to the email system.</p> <p>I will also notify the Head teacher immediately if a phone or similar connected device which is connected to the email system is lost or stolen. This will give the opportunity to disable your email access from such device</p>
19	<p>I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to, are not confused with my professional role in any way.</p>
20	<p>I will support and promote Elevate or any Academy within Elevate e-safety and Data Security policies and help children be safe and responsible in their use of the Internet and related technologies.</p>
21	<p>I will not send or publish material that violates the Data Protection Act or breaches the security this act requires for personal data, including data held on the SIMS / Scholarpak / Google Apps / Office 365 and SharePoint.</p>
22	<p>I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.</p>
23	<p>I will not attempt to harm or destroy any equipment or data of another user or network connected to Elevate ICT Network.</p>
24	<p>I will ensure that portable ICT equipment such as laptops, iPads, digital still and video cameras are securely locked away when they are not being used.</p>
25	<p>I will ensure that any Personal Data (where the Data Protection Act applies) that is sent over the Internet will be encrypted or otherwise secured.</p>
26	<p>I will not plug non-school equipment into an electric socket at Elevate or any Academy within Elevate unless it has been PAT tested at the Academy.</p>
27	<p>If I transport Elevate or Academy equipment between home and Elevate or Academy or another destination I must not leave the equipment unattended.</p>
28	<p>I understand that ALL my network activity is logged and that it might be searched , with or without my knowledge, if an investigation is required. Permission to do so will only be instructed by the Chief Executive Officer.</p>

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I understand that I must follow agreed protocols when using an ICT room or any ICT resources within Elevate or any Academy within Elevate.

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At any time and without prior notice, Elevate Central Services reserves the right to examine e-mail, personal file directories, and other information stored on Elevate or Academy network and equipment. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of Elevate information systems. Permission to examine such information will only be granted by the Chief Executive Officer.

Additional guidelines

Staff must comply with the acceptable use policy of any other networks that they access. This includes any external system that Elevate or any Academy within Elevate is partnered with.

SERVICES

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the Academy. Elevate or any Academy within Elevate will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

NETWORK SECURITY

Users are expected to inform a member of the senior leadership team or Elevate Central Services Team immediately if a security problem is identified and should not demonstrate this problem to other users. Files held on Elevate network will be regularly checked by the Central services team by request of the senior leadership team. Users identified as a security risk will be denied access to the network.

Users who want to have their smartphone or internet connected device used for remote access or email should first be authorised to have this feature enabled by the Head teacher. Any connected smartphone or tablet must have a secure pin number set in order to protect the email / remote access. Lost / Stolen devices should be immediately reported to the Head teacher.

MEDIA PUBLICATIONS

Written permission from parents or carers must be obtained before photographs of or named photographs of children are published. Also, examples of children's work must only be published (e.g. photographs, videos, TV presentations, web pages etc) if written parental consent has been given.

Social Media & Messaging

All users should be aware of the risks associated through using Social Media & Messaging in their professional role. Becoming friends or following children on social media platforms is not acceptable with the only exception being where a member of staff has children within Elevate or any Academy within Elevate. Any use of personal social media that brings Elevate or any Academy within Elevate into disrepute will result in disciplinary action. Users should not use any form of internet messaging services within their role apart from those that are approved by Elevate.