

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 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, Virtual Learning Environment 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.
- 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 understand and accept that school devices including allocated staff iPads will be subjected to occasional spot check to ensure devices are being used in accordance with the acceptable usage policy.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the ICT lead (A.Woolley)

I will be professional in my communications and actions when using school 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 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 consent policy on the use of digital / video image.
- I must not use my personal devices to take images or record videos of children for any purposes.
- Teachers in the early years will not have their personal devices in work areas.
- Under no circumstances must an electronic photograph/ video taken and stored on any school device leave the school premises.
- During educational trips photographs or videos must only be taken and stored on school devices (E.g. digital cameras, iPads, tough cams etc.)
- Where images or videos are stored on a school device (E.g. digital camera, iPad etc.), this device must not leave the school premises until all media is transferred to the school network and/ or permanently deleted from the device.
- Where images are published in accordance with the school's photo consent policy (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with students / pupils and parents / carers using official school systems (E.g. email, school blog, website, letters, etc.). 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 in accordance with the teaching standards and the staff code conduct.

Staff iPad acceptable usage

All apps that are installed on the iPads, free or paid, shall only be installed after the approval of Computing coordinators and a member of the senior leadership team. (Notification must be given along with a lesson plan prior to installation of any required apps).

- All iPads shall have school security settings installed on them. Users must not attempt to remove these.
- Users must not attempt to install any apps on to the iPads.
- Personal email information is not to be stored on the iPad or in the internal apps. Personal emails must not be viewed on the iPads.
- The users must not attempt to install personal cloud storage apps on to the iPad.
- Users must not use the iPad for any social media.
- Any need to use apps such as FaceTime and instant messaging systems must have fully planned lessons submitted to computing coordinator before access will be granted.
- Users must not attempt to enter their personal 'Apple account' details in to the iPads.
- Personal photos/videos must not be taken or stored on the iPad.
- Staff must retain the iPad for their own use when it is not within the school building. iPads must not be loaded to family or friends for any reason.
- Staff undertake all responsibility for iPad and any peripherals when they leave the school building. This includes all peripherals such as chargers, cases, stylus' etc. It will be the staff member's responsibility to repair or replace any damages, losses or stolen items.
- No data relating to the children are to be kept on the iPad.
- All iPads to be password protected by the computing support team. Any attempt to change this password will result in removal of iPad access.

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:

- 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 not use personal email addresses on the school ICT systems to contact: parents/carers, professional agencies related to the school.
- When I use my personal mobile devices (laptops / tablets / mobile phones / 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 must not use my personal device to access or share any illegal, harmful or inappropriate materials in the workplace.
- I will only use personal devices to access appropriate materials and social networking sites during designated breaks and lunch hours.
- 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 disable or cause any damage to school equipment, or the equipment belonging to others.

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- 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

Social Networking Appropriate usage

- Staff or volunteers must not make comments on behalf of the school or claim to represent the views of the school, unless they have explicit permission to do so.
- Staff or volunteers should never make a 'friend' of a pupil at the school where they are working on their social networking page and seek the advice of the Head teacher or Deputy Head before becoming 'friends' with ex-students.
- Staff or volunteers should not make a "friend" of a parent/carer of a pupil at the school, and should seek advice of the Head teacher or Deputy Head Teacher before making a "friend" of the parent/carer or an ex-pupil
- Staff or volunteers should never use or access social networking pages of pupils.
- Staff or volunteers must not request, or respond to, any personal information from a pupil.
- Staff or volunteers should never post confidential information about themselves, the school, the governing body, the Local Authority, their colleagues, pupils. If they are posting in an "official" capacity, they should not post confidential information about members of the public.
- Staff and volunteers should not make allegations on social networking sites (even in their own time and in their own homes) about other employees, pupils or other individuals connected with the school, or another school, or the Local Authority. Doing so may result in disciplinary action being taken against them. If they have concerns about practices within the school or the actions of pupils or parents, they must act in accordance with the Whistle-Blowing Policy.
- E-mail or text communications between a staff member / volunteer and a pupil outside must not take place outside of agreed protocols (the Acceptable Use Policy)

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

- 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 / Directors 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 / Volunteer Name:

Signed:

Date: