



POLICY: ACCEPTABLE USE

Reviewed by: HT, SBM, All Staff

**Recommended for adoption by: Personnel
Committee**

Ratified by the Governing Body: 25.02.14

Review Date: Spring 15

Signature Chair of Governors:

The acceptable use policy covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, software, equipment and systems.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body. This includes use of school laptops at home.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- When photographing children I will only use school cameras and equipment and I will store these on the shared drive on school computers. I will regularly delete unnecessary photos.
- I will comply with the Data Protection Act 1998 and check that parental permission has been granted.
- I will follow the rules for any external use of digital images.

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil

- Where showcasing examples of pupils work I will use only their first names, rather than their full names.
- If showcasing digital video work to an external audience, I take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.
- I will only use images of pupils in suitable dress.
- I will only take home ICT equipment that has been officially signed out.
- I will ensure that schools cameras are safely stored and locked away when not in use.
- I will only use child appropriate search engines with children:

<http://www.safesearchkids.com/>

<http://askkids.com>

<http://kids.yahoo.com/search>

- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities eg social network sites/ friends with parents/colleagues.

- I will only use the approved, secure email system(s) for any school business. (This is currently: staff mail)
- I will ensure that any documents containing information about children, eg reports will be encrypted before emailing.
- I will only use the approved school email or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff and will not store images at home without permission.
- I will not take any personal mobile devices into the classroom.
- I will not let parents use personal mobile devices whilst in the classroom and I will report any incidences to SLT.
- 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.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will access school resources remotely (such as from home) only through the LGfL / school approved methods and follow e-security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that the data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's e-safety curriculum into my teaching.
- I will alert the school's named child protection officer / relevant senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.

- I will only use LA systems in accordance with any corporate policies.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Acceptable Use Policy (AUP): James Lee Staff agreement form

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent policies relating to safeguarding children.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature Date.....

Full Name (printed)

Job title

Authorised Signature

I approve this user to be set-up.

Signature Date.....

Full Name (printed)


