



St Anne's School and Sixth Form College

Acceptable Use Policy – Staff and Volunteers

Updated September 2018

1.INTRODUCTION

Technology is provided and maintained for the benefit of all staff within St Anne's School and Sixth Form College to enhance skills and become more effective in the workplace.

Employees are responsible for following the standards of conduct laid down in this policy and should understand how this relates to the school ethos, safeguarding, anti-bullying and the online safety policy.

2.INTERNET AND EMAIL

- I agree to only access suitable material; I am aware that accessing materials which are unlawful, obscene or abusive is not permitted.
- I agree to report unsuitable material; If I receive an email on (school email) containing material of a violent, dangerous, racist, or inappropriate content, I will always report such messages to the Online Safety Co-ordinator (Mrs Lesley Davis) or Online Safety Lead (Sharron O'Keefe) via the correct recording procedures.
- I agree to the professional code of behaviour; I appreciate that other users might have different views from my own and acknowledge that the use of strong language or aggressive behaviour is not acceptable.
- I agree to keep within copyright laws; I will respect work and ownership rights of people, including abiding by copyright laws.
- I agree to the responsible use of social networks, both within and outside the workplace; the use of social networks for personal communication with children and young people for whom I am responsible is not appropriate.
- I have read and understood the Council's Policy and Guidelines on the use of the Internet and agree to abide by all the terms and conditions.

3.EQUIPMENT

- I agree to take care to protect hardware and software.
- I will always get permission before installing, attempting to install or storing programs of any type on the ICT equipment from theonepoint /SLT.

- I will always check files brought in on removable media (such as CDs, flash drives etc) and mobile devices (e.g., laptops, PDAs, iPad etc) with antivirus software and only use them if they are found to be clean of viruses.
- I will only open attachments to emails if they come from someone I already know and trust. I understand that attachments can contain viruses or other programs that could damage files or software.
- I will not transport sensitive data but will access the school server remotely via school approved equipment as arranged by theonepoint.
- I agree to only using equipment within the context of my professional role.
- I will only use the ICT equipment of St Anne's School and Sixth Form College and residence for work purposes whether at home or at my place of work. I understand that activities such as buying or selling goods are inappropriate whilst in school or at home on school and/or residence equipment.
- I will comply with the E-safety policy in terms of the use of school/residence laptops etc whilst in the school/residence and outside of the workplace (on works' equipment).

4.SECURITY AND PRIVACY

- I agree to take measures to protect access to data.
- I will keep my log-on user name and password private, always log off when I have finished working or am leaving the ICT equipment unattended and regularly change my password as set out in the school password security policy.
- I am aware that I must never use someone else's user name. To protect myself and the systems, I will respect the security on the ICT equipment; I understand that attempting to bypass or alter the settings may put my work or other people's information at risk.
- I will store then delete any previous images on a camera/iPad before taking the equipment off-site.

5.MOBILE PHONES/DEVICES

- I agree to always abide by St Anne's School and Sixth Form and Residence's policy for use of mobile devices in the workplace.
- I understand that the use of mobile devices for personal communication with children and young people and/or parents/carers for whom staff/volunteers have responsibility is not appropriate. Official school systems should be used. Any such contact should be with the express permission of Mrs Lesley Davis (Head teacher) and/or Mrs Kay O'Neill (Residence Manager) and recorded.

6.SANCTIONS

I understand that by not following this this AUP or the online safety policy, I may be sanctioned / disciplined under the terms of online safety Policy.

Name (print)

Signed

Job Title/Volunteer

Date