

Staff (and Volunteer) Acceptable Use Policy Agreement



September 2018

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within school 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 internet access 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 ICT 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 ICT in their everyday work.
- that school will try to ensure that staff and volunteers will have good access to ICT 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.

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

For my professional and personal safety:

- I understand that Eastburn Junior and Infant School will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, ipads, email, mobile devices) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will not 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 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, unless I have permission to do so. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not communicate with pupils over ICT systems.
- I will not befriend parents on social media unless already friends before being appointed.
- I will not discuss school on social media.
- 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 Eastburn Junior and Infant School:

- When I use my mobile devices (laptops / 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 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.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

Personal Data

- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy.
- Where digital personal data is transferred outside the secure local network, it must be encrypted. Staff are encouraged to use Sharepoint (Microsoft 365) and provided with an encrypted memory stick to enable them to work on documents containing personal or sensitive information at home. I

will ensure that any digital personal data or paper based data is held securely and disposed of appropriately. I will not retain any documents which contain personal or sensitive information without permission, on a personal device or for longer than is necessary.

- 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 breach of personal or sensitive data to the Headteacher.

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 school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by Eastburn Junior and Infant 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 ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to school) within these guidelines.

Appendix A

Guidance for Staff



Communicating Outside Working Hours

At Eastburn Junior and Infant School we value the health and wellbeing of our staff and wish to support staff in maintaining a healthy work-life balance. To assist in whole-school communication, all staff are provided with a work email address.

We politely request that all staff check their emails once a day during their normal working hours.

Please use your work email for work purposes only.

Communication between staff and parents:

Parents are expected to communicate with the school office in the first instance. Where an email from a parent is forwarded to an individual member of staff, staff should ensure that their reply is sent to the school office who will then forward the response to parents.

Communication between staff:

-Please use initials for children's names.

-Please do not expect other members of staff to read or reply to emails outside their working hours.

-Please consider whether emailing is the most appropriate means of communication. If the matter is urgent or requires discussion, consider whether it would be better to speak to the member of staff or arrange a meeting with a group of colleagues.

-Please avoid sending unnecessary emails:

- Emails which do not require a reply from the recipient should be marked 'for your information' (FYI).
- Use Cc to indicate to recipients that they are being copied in for information purposes only.