



# ICT Acceptable Use for Staff Working in School



1	Summary	ICT Acceptable Use for Staff Working in School		
2	Responsible person	Stephanie Crawford		
3	Accountable SLT member	Britta Fry/ Caroline Knight		
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
5	Who has overseen development of this policy	Caroline Knight		
6	Who has been consulted and recommended policy for approval	The Governors		
7	Approved by and date	Executive Principal September 2024		
8	Version number	3		
9	Available on	Every	<input type="checkbox"/> Y <input type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input type="checkbox"/> N Academy website <input type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)			
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
12	Date of implementation (when shared)	September 2024		
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N		



## 1. Introduction

The internet is a valuable resource that can raise educational standards by offering both pupils, teachers, and educational staff opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate and we feel it is important to have a policy in place that takes this issue into account.

Our academy has a duty to ensure that before using the internet staff are aware of and have read a copy of our Child Protection Policy and Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings. The following policy helps to define appropriate and acceptable use by staff and has been further discussed with Governors.

## 2. Acceptable Use Policy

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 students 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 will follow this policy in line with the online safety policy:***

-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) out of school, and to the transfer of personal data 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 will take responsibility for logging out of my account and/or leaving my account accessible to others, children or adults.

-I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the Executive Principal.

- I will report any GDPR breaches to the Senior Business Manager immediately.

### ***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 users 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 images.

-I will use the school's social networking account in a professional tone and manner. I will ensure that only pupils with written parental permission can be on social media.

-The only social media account that the school has is Twitter.



-I will only communicate with pupils and parents/carers using official school systems. 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.

***The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school.***

- Portable hard drives and USB devices must be password protected

-I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

-I will not open any hyperlinks attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email. Emails should not be opened if the sender is unknown or suspicious.

-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 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 only transport, hold, disclose or share personal information about myself or others, as outlined in the GDPR Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.

-I understand that GDPR policy requires that any staff or student 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 loss, damage or faults involving equipment or software, however this may have happened.

***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 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 will ensure that if in a public place my data cannot be seen by third parties

-I understand that if I fail to comply with this ICT Acceptable Use Agreement, I could be subject to disciplinary action.

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.



I understand that I may have to pay for the replacement if lost IT equipment if this is deemed to be neglectful and my fault by the Executive Principal.

Staff Name: .....

Signed: .....

Date: .....