Acceptable Use Policy

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1. Document Control

2. Introduction

Overview

New technologies have become integral to the lives of children and young people in today's society, both within schools 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 encourage 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 communication 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.

The school/Trust 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.

Scope

This policy covers all forms of communication, information retrieval (from any source), media and equipment, used for official business and regardless of origin, ownership or place of use, for example:

- email systems (internal and external)
- internet (email, web access and video calling)
- telephones (hard wired and mobile)
- computers – this covers ANY computer used for work purposes, whether at the place of work or elsewhere
- iPads and other tablet devices – this covers ANY tablet device used for work purposes, whether at the place of work or elsewhere
- photocopying, printing and reproduction equipment
- documents and publications (any type or format)

Agreement

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 online safety in my work with young people.

3. Professional and Personal Safety

To maintain professional and personal safety:

- I understand that the 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 (e.g. laptops, email, websites etc.) out of school.
- I understand that the school ICT systems are intended for educational use and that I will only 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 will not leave a handwritten username or password with my device.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person (a member of the SLT).

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 (across all platforms such as Social Media, WhatsApp and email).
- 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 (including children on the school Twitter Feed) I will do so with their parents permission and in accordance with the school's policy on the use of digital / video images. Where these images are published (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 not mention the name of the school on social media in a negative or inappropriate manner.
- I will not use my personal equipment to record these images, unless I have permission to do so by the headteacher or chief operations officer within the trust.
- I will only use permitted social networking sites in school in accordance with the Trust's policies.
- I will adhere to the Trusts/school's online safety, code of conduct, whistleblowing, safeguarding and reporting low level concerns policies at all times.
- I will only communicate with students / pupils and parents / carers using official school systems and email addresses. Any such communication will be professional in tone and manner. There will be no communication with parents/families using personal email addresses. If a personal telephone is used to contact a parent / carer then the number will be withheld.
- All details of pupils or sensitive data will be stored on encrypted laptops/USB devices.
- All school devices (both onsite and ones taken off-site) will have auto-lock enabled which requires a password to re-enter.
- Photographs of children will not be taken on personal phones or cameras nor stored on laptops unless on a school residential (and with the permission from the headteacher). They

must be deleted once transferred in school to the school ICT system and this must be observed by a member of the SLT.

- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held / external 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.
- Mobile phones will only be used in designated areas within schools, at agreed times and not in the presence of pupils. Special permission may be requested from line managers to use mobiles during school hours for exceptional circumstances.
- I will not use personal email addresses on the ICT systems when children are within the school building.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- 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.
- If I wish to install a programme onto a laptop/desktop that is owned by school, I will contact the computing lead first.
- If I wish to install an app onto an iPad that is owned by school, I will ensure that it is from a trusted source and is in accordance with the school's policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others. If equipment is damaged, I will report it to school immediately and be aware I may be responsible for the cost of repair if not covered by our school insurance.
- I understand that data protection policy requires that any staff or student / 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.

4. Examining Electronic Devices

Senior Leaders have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules
- If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:
- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any complaints about searching for or deleting inappropriate images or files on staffs' electronic devices will be dealt with through the school complaints procedure.

Pupils bringing mobile devices into school:

- If a pupil needs to bring a device from home into school, they will hand it to a member of staff for safe keeping.

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 out of school and my use of personal equipment in school 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 which may include termination of contract. This could include a warning, a suspension, referral to the Local Academy Board and / or the Trustees 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 the school or the Trust) within these guidelines.