

Staff and Volunteer Acceptable Use Policy



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Trustee (HR)

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1. Aims

This Policy sets out the responsibilities and required behaviours of all staff with regard to using school systems in a responsible way, to ensure that there is no risk to individual safety or to the safety and security of the systems and other users.

Staff will, where possible, educate the young people in their care in the safe use of digital technology and embed online safety in their work with young people at Wynstones School.

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 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 technology in their everyday work.

The school will use its best endeavours to ensure that staff and volunteers have good access to digital technology to enhance their work, to enhance learning opportunities for students learning and will, in return, expect pupils, staff and volunteers to agree to be responsible users.

Statement

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. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. All users should have an entitlement to safe access to the internet and digital technologies at all times.

Other related policies:

E Safety Policy

IT, Digital Development and Student Acceptable Use Policy

Social Media Policy

Safeguarding and Child Protection Policy

Staff Code of Conduct 2018

Written with reference to SWGfL, 360safe and NSPCC.

See below for the:

Acceptable User Agreement (signed at Safeguarding Induction or as soon after as reasonably possibly)

Staff and Volunteer Acceptable Use Agreement

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 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 understand that the school may 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, etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I will not disclose my username or password to anyone else (except for those responsible for ICT in the school) 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.
- When I communicate with students / pupils and parents / carers using my own devices, I will log and summarise all activity. All communication will be professional in tone and manner. Email communications will always be via school email.
- 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:

- When I use my mobile devices (laptops / tablets / 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 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 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 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, unless this is allowed in school policies.
- 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 School Personal Data Policy (or other relevant 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 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.
- I will immediately report any 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 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 Trustees and / or the Local Authority and in the event of illegal activities the involvement of the police.

I understand that in my own use of social media (from Social Media Policy):

- I must not add current pupils as friends into my personal accounts.
- I should review and adjust my privacy settings to give me the maximum level of privacy and confidentiality.
- I must not post any comments about the school, pupils, parents or colleagues (including trustees).

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.

Staff / Volunteer Name:

Signed:

Date: