**STAFF ACCEPTABLE INTERNET USE POLICY**

This Acceptable Use Policy should be read in conjunction with other relevant Trust policies including:

* Information and Communication Systems Policy
* GDPR and Pupil Records Data Privacy Policy
* Social Media Policy
* Online Safety Policy

The computer system is owned by the Trust/Academy and is made available to staff (including trainees and volunteers) to enhance their professional activities including teaching, research, administration and management. The Bay Learning Trust’s Internet Access Policy has been drawn up to protect all parties. This Policy applies to the use of all Trust/Academy equipment and systems including use out of school (e.g. laptops, email and learning platforms).

The Trust reserves the right to:

* monitor staff use of ICT systems, including emails and other communication systems
* examine or delete any files that may be held on its computer system
* to monitor any Internet sites visited. Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the online safety officer.

All users agree that:

* All Internet activity should be appropriate to staff professional activity
* Access should only be made via the authorised account and password, which should not be made available to any other person
* Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden
* Use for personal financial gain, gambling, political purposes or advertising is forbidden;
* Copyright of materials must be respected and users may not download or distribute copyrighted materials without appropriate permission (including music and videos)
* Posting anonymous messages and forwarding chain letters is forbidden;
* Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
* Users will report immediately any illegal, inappropriate or harmful material/incident I become aware of to the Principal or other senior leader
* Users will not access, copy ,remove or otherwise alter any other user’s files without express permission
* Users will pre-check all content to be shared with pupils specifically when using YouTube and other video sharing websites.
* Users should, wherever possible, pre-load videos rather than performing open searches in lesson.
* Users will not use chat or social networking sites for personal reasons
* Communication with students and parents/carers should only be using official school systems and any such communication will be professional in tone and manner
* Users will not use external storage devices e.g. USB pens, portable storage devices etc.
* Users will not use any programmes or online resources which allows bypasses filtering and security systems
* Users who transfer personal data outside of the Trust will take appropriate safeguards e.g. encryption and/or password protection
* Users will not install or attempt to install programmes of any type, alter settings or store programmes/data on Trust equipment unless in accordance with Trust policy or having permission from the Principal or other authorised senior leader
* Users will ensure that when they take or publish images of others that they do so with their permission and in accordance with Trust policy
* Users will not use personal equipment to record images of pupils unless this has been agreed with the Principal or other relevant senior leader
* Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
* As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
* Users will not open email attachments unless the source is known and trusted

During online and video conferencing lessons, staff should:

* maintain appropriate professional boundaries
* avoid behaviour which could be misinterpreted by others
* ensure they are dressed decently and appropriately
* think about the background; photos, artwork, identifying features, mirrors
* be in living / communal areas – no bedrooms
* ensure resources / videos are age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content
* act as a moderator; raise any issues of suitability (of dress, setting, behaviour) with the child and / or parent immediately and end the online interaction if necessary.

Video conferencing lessons with pupils should be recorded for safeguarding purposes. Staff should remind participants at the beginning of each lesson that it will be recorded for the purpose of safeguarding.

In signing this document, users accept that they are responsible for their actions when using Trust ICT equipment and facilities in and out of school and the use of personal devices when carrying out operations/communications related to the Trust/academy. If users fail to comply with Trust policy including this Acceptable Use Policy then they could be subject to disciplinary action as detailed in the Trust Disciplinary Policy (Staff).

**Name** *(please print)* **……………………………………………………………………………..**

**Signed …………………………………………………………………………**