

ICT ACCEPTABLE USE POLICY (AUP) FOR CONGLETON MULTI-ACADEMY TRUST

[Approved by the Staffing Sub-Committee 18 May 2017]



ACHIEVING SUCCESS TOGETHER

Congleton Multi-Academy Trust (**CMAT**) aims to be an equitable employer that delivers a high quality education for all. Our goal is to promote diversity and equality of opportunity in an environment that is free from discrimination so that all members of our community are able to thrive. The CMAT is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations with regard to people of different age groups, disability, ethnicity, gender, religion and belief and sexual identity.

Our approach and ethos is underpinned by the Equality Act 2010 and we are fully compliant with all legislation.

At CMAT, we expect all students to engage progress and achieve and we provide strong pastoral care and support to ensure every child is known, valued and understood. We actively challenge prejudice through both the pastoral and academic curriculum; these are underpinned by social, moral, spiritual and cultural education. At CMAT, equality is about ensuring all people are treated fairly and equally and that any decisions made are based on objective relevant criteria.

Diversity is about recognising and valuing the different contributions that all students, staff, carers and families can bring to CMAT.

We adhere to the Equalities Act 2010 and ensure:

- an environment in which students, employees, carers, parents, visitors and the wider community are treated with consideration, dignity and respect and remain free from harassment and intimidation.
- that students, carers, parents and visitors do not suffer detriment, disadvantage or unequal treatment for any of the above reasons
- employees and job applicants do not receive less favourable treatment on the grounds of any of the above reasons.
- developing Our Equality and Diversity Objectives

Policy

The internet and other digital technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion and promote creativity, promoting effective learning. They also bring opportunities for staff to be more creative and productive in their work.

This Acceptable Use Policy is intended to ensure:

- staff and volunteers will be safe and responsible users of the internet and other digital technologies.
- CMAT ICT systems and users are protected from accidental or deliberate misuse.

CMAT will try to ensure that staff and volunteers have good access to ICT to enhance their work and improve opportunities for learners and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use CMAT ICT systems in a responsible way, to minimise the risk to my safety or to the safety and security of the ICT systems and other users. 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 CMAT will monitor my use of its ICT systems including email and other digital communications technologies.

I understand that this agreement will also apply to use of CMAT mobile devices (eg laptops, email, VLE, iPads etc).

I understand that the CMAT ICT systems are primarily 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 CMAT.

I will keep my usernames and passwords private and will not try to use anyone else's username and password.

I will immediately report any illegal, inappropriate or harmful material or incident, to the Designated Safeguarding Officer.

I will be professional in my communications and actions when using CMAT ICT systems:

I will not access, copy, delete or otherwise alter any other user's files, without their permission.

Emails that are sent will not have names, initials or other recognisable identification relating to any individual within the "subject" header. I understand that should the name or initials feature in the subject header then that email could be the subject of freedom of information requests.

Emails that are sent by CMAT will have an automatically inserted footer disclosing confidentiality statements which can change from time to time.

I will communicate with others in a professional manner.

I will ensure that when I take or publish images of students or parents/colleagues, I will do so with their permission and in accordance with CMAT policy. I will not use my personal equipment to record images, unless I have permission to do so. Where images are published (eg on the CMAT website/VLE) it will not be possible to identify students by name, or other personal information.

I will only use chat and social networking sites in accordance with CMAT policy.

I will not communicate with students through social networking sites

I will never create a bogus social networking account or site that is associated with a member of staff, students or the school.

If I become aware of misuse of Social Networking accounts or sites that are associated with a member of staff, students or the school, I will inform the Designated Safeguarding Officer immediately.

I will only communicate with students and parents/carers using official CMAT systems and in a professional manner. I will not share any personal information with a pupil (including personal

phone numbers or email address). Nor will I request or respond to any personal information from a young person unless it is appropriate as part of my professional role.

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

CMAT has the responsibility to provide safe and secure access to technologies - available systems and software are *(not an infinite list)*:

PC Desktops

Laptops

Mobile Devices (Laptops, Kindle etc)

Smartboards

Projectors

E-Mail

MIS – Progresso

Sisra

Learning Platform (Life)

Corero/Civica

NRS

When I use my personal hand held/external devices within a CMAT facility (PDAs/ laptops/mobile phones/USB devices etc.), I will follow the rules set out in this agreement, in the same way as if I was using CMAT equipment. I will also follow any additional rules set by the CMAT about such use. I will ensure that when connecting these devices to CMAT ICT systems, they are protected by up to date anti-virus software and are free from viruses.

I will not use personal email addresses on the CMAT ICT systems.

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 ensure that my data is regularly backed up and note the CMAT is not responsible for loss or corrupted data on external hard drives or USB devices.

I will not try to upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (eg child sexual abuse images, criminally racist material, adult pornography etc.). I will not try to use any programmes or software that might allow me to bypass the filtering/security systems intended to prevent access to such materials.

Unless I have permission, I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

Unless I have permission, I will not install or attempt to install programmes of any type on CMAT systems, nor will I try to alter computer settings.

I will seek advice from ICT support before ordering any ICT equipment for myself, department or school.

I will not disable or cause any damage to CMAT 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 Data Protection Policy. Where personal data is electronically transferred outside the secure CMAT network, it must be encrypted and clearly marked as confidential.

I will not display sensitive information or 'personal data' on a public display or projected image

(eg a smartboard). This includes student data held within a management information system.

I will never leave a computer logged on and unattended for even a short space of time. I will log off or lock the workstation. I understand that failure to do this may result in a breach of the Data Protection Act and leave 'personal data' unprotected

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 CMAT 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 CMAT ICT equipment but also applies to my use of CMAT ICT systems and equipment out of school in relation to my employment by CMAT.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use CMAT ICT systems both in and out of school and my own devices within these guidelines.

Approved	Reviewed								
7.5.15	19.5.16	18.5.17							