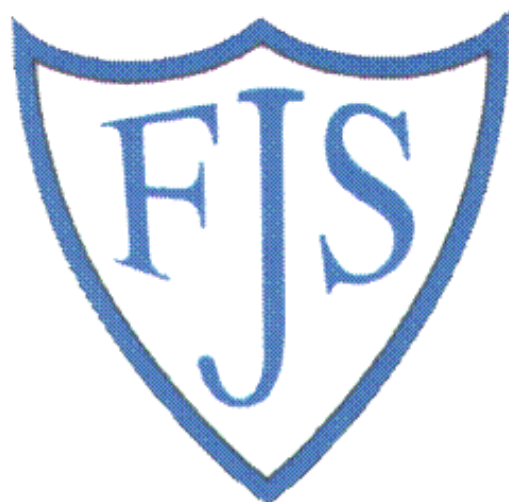


# Forefield Junior School



Acceptable Use Agreement

Staff

December 2023

Review 2025

## Mission Statement

*Forefield Junior School is a P.R.O.U.D. school built on **Passion and Respect**, where **Opportunities** can be seized by **Unique and Determined** learners.*

We are passionate about learning in an environment where everyone is empowered to be themselves and to flourish. We respect and value each and every individual and cherish their unique qualities to create a sense of belonging. We are determined to support personal, social and emotional development by encouraging self-belief and providing opportunities for everyone to express themselves and grow in confidence.

By celebrating their diverse contribution to the life of the school and the wider community, each person will be encouraged to build on their foundations, to instil a belief in everyone that they have limitless potential and are always capable of achieving their best - throughout their lives. As a family we share each other's successes and take pride in them.

We will consistently promote the highest of standards in every aspect of school life, provide a vibrant, stimulating curriculum in a safe and happy learning environment, to foster excellent attitudes and behaviour. The inspirational opportunities we provide will fuel a passion for learning and a sense of pride in all we do.

***This is what makes us PROUD:***

***Passion, Respect, Opportunity, Unique, Determined.***

## Aims

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. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate 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 access to the internet and digital technologies 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 communications technologies for educational, personal and recreational use.
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- staff are protected from potential risk in their use of technology in their everyday work.
- staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils

# Acceptable Use Policy Agreement

## Responsible Use

**Forefield Junior School expects staff and volunteers to agree to be responsible users.**

- 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 pupils receive opportunities to gain from the use of digital technology.
- I will educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

## Professional and Personal safety

**Forefield Junior School expects staff and volunteers to play an active part in maintaining their professional and personal safety:**

- 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, tablets, email etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will ensure that all data held on the school systems relates to my professional capacity and supports my role within school. It is not appropriate to store personal photographs etc. within the school system.
- 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 immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

## Communications

**Forefield Junior School expects staff and volunteers to be professional in their 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. 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 only use social networking sites in school in accordance with the school's policies.
- I will only communicate with students / 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.

## Safe and Secure Access to Technologies

**Forefield Junior School and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school. When staff and volunteers use personal mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, they are expected to follow the rules set out in this agreement, in the same way as if they were using school equipment. These rules include:**

- 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 ensure that my data is regularly backed up, in accordance with relevant school policies.
- 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, without the permission of the Network Manager.
- 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 Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted.
- I understand that data protection policy requires that any staff or 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.

## **Copyright**

**Forefield Junior School expects staff and volunteers, when using the internet in their professional capacity or for school sanctioned personal use to 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).

## **Use of School Systems and Equipment off the Premises**

**Forefield Junior School expects staff and volunteers to be responsible for their 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

## Use of School Systems and Personal Equipment on the Premises

- I understand that this Acceptable Use Policy applies to my use of personal equipment on the premises or in situations related to my employment by the school.

### Declaration

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my personal devices (in school and when carrying out communications related to the school) within these guidelines.

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 Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

<b>Name</b>
<b>Role in school</b>
<b>Signed</b>
<b>Date</b>