

ELT Acceptable Use Policy

The computer systems you use are owned by The Enquire Learning Trust and its academies. It is the responsibility of all who have access to the school systems to abide by the computer usage policy.

You must read this policy in conjunction with the Online Safety Policy. Once you have read and understood both you must sign this policy sheet

Internet access - You must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues. Inadvertent access must be treated as an e-safety incident, reported to the e-safety officer and an incident sheet completed.

Social networking – is allowed in school in accordance with the online safety policy only. Staff using social networking for personal use should never undermine the academy, staff, parents or children. Staff should not become “friends” with parents or pupils on personal social networks.

Use of Email – staff are not permitted to use school email addresses for personal business. All email should be kept professional. Staff are reminded that school data, including emails, is open to Subject Access Requests under the Freedom of Information Act.

Passwords - Staff should keep passwords private. There is no occasion when a password needs to be shared with another member of staff or student, or IT support.

Data Protection – USB drives (e.g. pen drives) are not permitted on the academy network.

Personal Use of School ICT - You are not permitted to use ICT equipment for personal use unless specific permission has been given by the Principal who will set the boundaries of personal use.

Images and Videos - You should not upload onto any internet site or service images or videos of yourself, other staff or pupils without consent. This is applicable professionally (in school) or personally (i.e. staff outings).

Use of Personal ICT - use of personal ICT equipment is at the discretion of the Principal. Permission must be sought stating the reason for using personal equipment; a risk assessment will be carried out by IT support and the Online Safety Officer.

Online Safety – like health and safety, online safety is the responsibility of everyone to everyone. As such you will promote positive online safety messages in all use of ICT whether you are with other members of staff or with students.

Declaration

I hereby declare to abide by all of the statements outlined in the above Acceptable Use Policy.

Name: _____

Date: _____

Signature: _____