STAFF / VOLUNTEER
ICT ACCEPTABLE USE POLICY AGREEMENT

ICT (information and communications technology; including devices, mobile devices, networks, internet, online systems, text, email) are an expected part of our daily working life in and for school. This Agreement is designed to ensure that all staff and volunteers are aware of their responsibilities when using any form of ICT. This applies to ICT used in school, the use of school ICT systems (including our learning platforms Google Classroom and Tapestry), school equipment used out of school, the use of personal equipment in school or in situations related to our employment by the school and when using other online systems for meetings or training (such as Google/Zoom/ Teams). All staff and volunteers (where they are using technology in school and for their school work) are expected to sign up to this Agreement and always adhere to its content. Any concerns or clarification should be discussed with **Andrea Walker** (Head teacher/ Deputy DSL), **Fiona Hadwin** (Assistant Head teacher / DSL) or **Katie Brown** (Computing Subject Lead/ Google Classroom Coordinator).

This Acceptable Use Agreement is intended to ensure that:

- staff and volunteers are responsible users and stay safe while using technologies for educational, personal and recreational use;
- school ICT 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 via the use of ICT in their everyday work and they work to ensure that young people in their care are safe users.

Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Keeping Safe

- ✱ I understand that all my use of the Internet and other related technologies on school devices or platforms can be monitored and logged and can be made available, on request, to the Head teacher and Governors.
- ✱ I will only use my own usernames and passwords which I will choose carefully so they cannot be guessed easily. I will also change the passwords on a regular basis. I will not use any other person's username and password.
- ✱ I will not give out my own personal details, such as mobile phone number, personal email address, personal social media link to pupils.
- ✱ I will ensure that my data is regularly backed up.
- ✱ I will ensure that my online activity, both in school and outside school, will not bring my professional role or the school into disrepute.
- ✱ I understand that data protection requires that any personal data from school that I have access to must be kept private and confidential, except when it is deemed necessary that I am required by law or by school procedures to disclose it an appropriate authority.
- ✱ Where personal data is transferred outside the secure school network, it must be encrypted or password protected. Personal data can only be taken out of school or accessed remotely when authorised, in advance, by the Head teacher or Governors. Personal or sensitive data taken or sent off site in an electronic format must be encrypted, e.g. on a password-secured laptop or memory stick or via password-protected email. Staff leading a visit off-site are expected to take relevant pupil information with them, but this must always be held securely.
- ✱ I will not accept invitations from school pupils to add me as a friend to their social networking sites, nor will I invite them to be friends on mine.

    As damage to professional reputations can inadvertently be caused by quite innocent postings or images, I will also be careful with who has access to my pages through friends and friends of friends, especially with those connected with my responsibilities at the school, such as parents and their children.
- ✱ I will ensure that any private social networking sites/blogs etc. that I create, or actively contribute to:

    - do not reveal confidential information about the way the school operates;
    - are not confused with my school responsibilities in any way;
    - do not include inappropriate or defamatory comments about individuals connected with the school community;
    - support the school's approach to online safety which includes not uploading or posting to the Internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute;
- ✱ I will not try to bypass the filtering and security systems in place.
- ✱ I will only use my personal ICT (own mobile phone, other devices) in school for permissible activities and I will follow the rules set out in this agreement:
- ✱ I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- ✱ I will ensure that such devices are kept securely away from sight/reach of pupils and that pupils are not allowed to use them.

✶ I will not use such devices during lesson time unless for agreed teaching or welfare purposes (e.g. mobile phone as an emergency means of contact when in the Village Hall or church, on the playground or with pupils off site; for taking images/video/other recordings, if allowed – see below; for accessing music or apps for allowed use in teaching).

✶ If on duty on the playground at break or lunch times, I will not use such devices apart from in an emergency.

✶ On Google Classroom/Tapestry/other online platforms, I will ensure that I log in securely and log off after my session has finished.

✶ On Google Meets or a recorded lesson, I will:
- ideally, ensure that there is another staff member on the Meet or that it is recorded (first letting all participants know that the session is being recorded) and stored securely afterwards;
- make a date/time log of all Meets (or use the recorded Meets as the log);
- dress professionally, in the same way that I would in school and use professional language to communicate;
- sit against a neutral background and, where possible, avoid recording in the bedroom or anywhere where background visuals, noise or activity could be distracting or inappropriate;
- check that any tabs I may have open in my browser would be appropriate to be seen by children or parent/carer if the screen is shared;
- remind pupils attending Meets of the Pupil User Agreement they need to follow, especially checking that they are in a room which is a shared space and where there is adult supervision – they should not be in a bedroom or room with the door closed;
- remind any parents attending a Meet to be mindful that other children might see/hear them and anything in the background.

Promoting Safe Use by Learners

✶ I will support and promote the school's Pupil/Parent User Agreement and Child Protection/Safeguarding, Online Safety, Data Protection and Behaviour Policies and help pupils to be safe and responsible in their use of ICT and related technologies.

✶ I will model safe use of ICT and the internet in school.

✶ I will educate young people on how to use technologies safely according to the school's computing curriculum.

✶ I will take immediate action in line with school procedures if an issue arises in school that might compromise a learner, user or school safety or if a pupil reports any concerns.

Communication

✶ I will only use the school's secure email (my ...@oldhutton.cumbria.sch.uk address)/internet/learning platforms/text system/school Facebook page and any related technologies for professional purposes or for uses deemed 'acceptable' by the Head teacher or Governors.

✶ I will only communicate with pupils and parents using the school's approved channels: secure email or text system, Google Classroom/ Tapestry or the secure phone line in school (*but see below for exceptional circumstances allowing use of own phones). If parents attempt to communicate with me via social media, my personal email or other channels, I will not reply.

✶ In exceptional circumstances* (e.g. emergency calls to parents/carers during trips; welfare or consultation calls to parents/carers required during lockdowns or when home-working; restricted use of school phone devices due to risk assessments), my personal phone/mobile may be used with permission of the Head or Governors. Before making any such call, my number must first be blocked by dialling 141; only the parents/carers' agreed phone contact number will be used; school hours will be used as far as possible; another staff member will be informed of the date/time the call is to take place; if pupils are spoken to on the phone, I will check that parent/ carers are also present.

✶ I will keep a dated record/log of all calls made to parents/carers for welfare or consultation purposes.

✶ I will not share my personal contact details (phone, personal email etc) with pupils or parents.

✶ I will only communicate with other staff using agreed shared channels, ideally only those listed in bullet point 2 above, but others e.g. WhatsApp chats or school staff Facebook group are permitted, if set up securely for agreed users only and encrypted.

✶ I will always communicate on school business in a professional manner and tone; I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

✶ I will not engage in any communication that may compromise my professional responsibilities.

✶ I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.

✶ Where possible, I will refer to pupils by initial rather than name in any written communication, so they would not be easily identifiable should the communication be accidentally shared.

✶ I am aware that any communication I make could be forwarded to/shared with an employer or Governors.

Research and Recreation

✶ I will not browse, upload, download, distribute or otherwise access any materials which are illegal, discriminatory or inappropriate or may cause harm or distress to others.

✱ I know that all school ICT is intended for educational use and I will not use the school systems or devices for personal use, unless specifically allowed by the Head teacher or Governors.

Sharing

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

✱ Images/video/recordings of pupils and/or staff will only be taken, stored and used for professional purposes in line with school procedures:

✱ I will only take images/video of pupils and staff where these relate to agreed learning and teaching activities and will ensure I have parent/staff permission before I take them (refer to the school's latest photo consent form).

✱ If images are to be published online or in the media, I will ensure that parental/staff permission allows this (see consent form).

✱ I will only use my personal equipment to record images/video with permission to do so from the Head teacher or Senior Management.

✱ Once recorded, I will download as soon as possible and not keep images and/or videos of pupils stored on my personal equipment.

✱ Where these images are published (e.g. on the school website/Facebook or Google Classroom), I will ensure that it is not possible to identify the people who are featured by name or other personal information.

✱ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

Buying/Selling/Gaming

✱ I will not use school equipment for on-line purchasing, selling or gaming, unless I have permission to do so from the Head teacher.

Problems

✱ Following the procedure as set out in the school's Online Safety Policy, I will immediately or as soon as possible report any inappropriate, illegal or harmful material or incident I become aware of or anything I am concerned about, to the DSL or Head teacher.

✱ I will inform the DSL or Head teacher if I become aware of any apparent breach of this Staff User Agreement or that of the Pupils, or of the Online Safety Policy.

✱ I will not install any hardware or software on a computer or other device without permission.

✱ I will not try to alter computer settings without permission.

✱ I will not cause damage to ICT equipment in school.

✱ I will immediately report any damage or faults involving equipment or software, however this may have happened.

✱ 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 understand this forms part of the terms and conditions set out in my contract of employment.

✱ I understand that if I fail to comply with this Acceptable Use 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.

Staff Agreement

I agree to use ICT as part of my role in school in a responsible, professional way and observe all the restrictions as explained above in this staff ICT Acceptable Use Agreement.

Staff/Volunteer Name			
Job Title (where applicable)			
Signed		Date:	