Read St. John's C of E Primary School

Staff, Visitors and Volunteers Acceptable Use Policy

Innovative technologies have become integral to the lives of children and young people in today's society, both within schools / academies 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 internet access 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 and personal use.
- that school IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of IT in their everyday work.

The school will ensure that staff and volunteers will have good access to IT to enhance their work, to enhance learning opportunities for *pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use the school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users. I recognise the value of the use of technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of IT. I will, educate the young people in my care in the safe use of technology and be a good role model in my own use of all digital technologies in my work with young people.

For my professional and personal safety:

- I understand that the *school* will monitor my use of the IT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school IT systems (e.g. laptops, email etc.) out of school, and to the transfer of personal data (digital or paper based) out of school;
- I will not support or promote extremist organisations, messages, or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will not browse, download, or send material that is considered offensive or of an extremist nature by the school;
- I understand that the school IT systems are primarily intended for educational use and that I will only use the systems for personal use within the policies and rules set down by the school.
- 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.

Staff passwords:

- All staff users will be provided with a username and password by school *who will keep an up to date record of users and their usernames.*
- *A password should be a minimum of 8 characters long and must include three of – uppercase character, lowercase character, number, special characters and must not include proper names or any other personal information* about the user that might be known by others
- I will immediately report any illegal, inappropriate, or harmful material or incident, I become aware of to the DSL.
- I will be professional in my communications and actions when using school IT systems.
- I will not access, copy, remove or otherwise alter any other user's files, without their expressed 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, unless I have permission to do so. Where these images are published (e.g. on the school website /social media platforms) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies. I will not use my personal social media profile to comment/like on school social media posts.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. (Staff should be made aware of the risks attached to using their personal email addresses / mobile phones / social networking sites for such communications)
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school.

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using *school* equipment. I will also follow any additional rules set by the *school* about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school IT systems.
- 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 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, unless this is allowed in school policies.
- 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, through the use of the shared one drive system. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- 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.

When using the internet in my professional capacity or for school 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 the *school*:

I understand that this Acceptable Use Policy applies not only to my work and use of school IT equipment in school, but also applies to my use of school IT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

I understand that if I fail to comply with this Acceptable Use Policy, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors or the Local Authority and in the event of illegal activities the involvement of the Police.

I have read and understand the above and agree to use the school IT systems (both in and out of school) and my own devices (in school and when conducting communications related to the school) within these guidelines.

Staff/Visitor/Volunteer Name	
Signed	
Date	

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