



Staff, Governors and Volunteers Acceptable Use Policy 2024

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools 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, governors and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems, data or users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

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

Acceptable Use Policy Agreement

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, data 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 children in my care in the safe use of digital technology and embed online safety in my work with children.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology (Laptops, Desktops, Ipads etc) and communications systems (including email and MS Teams)
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, iPads, email, MS Teams) 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 only use the systems for personal or recreational 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.
- I will not leave a computer logged in and unattended at any time.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school computing 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 / social media accounts) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with pupils and parents / carers using official school systems – email via the school office, or online using MS Teams. 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.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- I will not use my own personal mobile devices in the classroom, or in any space around the school where children are present (apart from in special circumstances, which has been approved by the head/deputy headteacher) – **See Mobile Phone and Wearable Devices Policy.**
- If I wear a Smart Watch (or similar device), I will make sure that all smart functions are disabled (device put on to airplane mode) when in the classroom, or in any other space around the school where children are present – **See Mobile Phone and Wearable Devices Policy.**
- I will not use personal email addresses on the school computing 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 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.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School GDPR Policies. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based protected or restricted data must be stored responsibly.
- I understand that our 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 not share any school, pupil or staff member’s data in any way which contravenes the GDPR regulations 2018.
- I will immediately report any data security breaches.

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 digital technology equipment in school, but also applies to my use of school 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 will keep all school devices secure; if I take laptops or iPads offsite, I will not leave them unattended in my car or on show in my home.
- 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.

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

Staff / Governor / Volunteer Name:

Signed:

Date: