

Policy Title: ICT Acceptable Use Policy - Staff	Effective Date:	01/09/2019
SMT Member Responsible: A Simpson	Review Date:	01/06/2024
Governors' Committee Responsible: Staffing, Care & Guidance		

1. Rationale

New 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. 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 develop 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.

Sheldon school staff / volunteers must use school systems in a responsible way to ensure that there is no risk to their safety or to the safety and security of the systems and other users. Staff / volunteers recognise the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to gain from the use of digital technology. Staff / volunteers will, where possible, educate the young people in their care in the safe use of digital technology and embed online safety in their work with young people.

2. This ICT Acceptable Use Policy is intended to ensure:

- 2.1 that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational and recreational use
- 2.2 that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

3. Policy Scope

- 3.1 Applies to all staff and volunteers
- 3.2 Applies to all devices used within school and from home

4. Safety

For my professional and personal safety:

- 4.1 I understand that the school will monitor my use of the school digital technology and communications systems
- 4.2 I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, social media, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- 4.3 I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for recreational use within the policies and rules set down by the school
- 4.4 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
- 4.5 I will immediately report any illegal, inappropriate or harmful material, or incident I become aware of to the appropriate person

5. Professionalism

I will be professional in my communications and actions when using the school ICT systems:

- 5.1 I will communicate with others in a professional manner and I will not use aggressive or inappropriate language
- 5.2 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 (eg on the school website / social media / VLE) it will not be possible to identify by name, or other personal information, those who are featured unless permission has been granted
- 5.3 I will not access, copy, remove or otherwise alter any other user's files without their express permission
- 5.4 I will only use social networking sites in school in accordance with the school's policies
- 5.5 I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner
- 5.6 I will not engage in any on-line activity that may compromise my professional responsibilities
- 5.7 I will not disable or cause any damage to school equipment, or the equipment belonging to others

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

- 5.8 I will ensure that when devices are not in use they are kept secure, password protected and locked
- 5.9 I will only use preferred school methods for remote access and will not store any school information on my personal devices

6. Personal Devices

- 6.1 When I use my mobile devices (laptops / tablets / 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 ensure that any such devices are protected by up to date anti-virus software and are free from viruses
- 6.2 I will ensure that any personal device that is used to access school systems has two factor authentication (*1 password to access the device and another password to access the school system*)
- 6.3 I will only use the authorised method of remote access to school systems and will not download school sensitive information onto my personal device
- 6.4 I will seek advice from ICT Support on how to effectively use the remote access systems when required

7. Communication

- 7.1 I will only use my official school email account when communicating on behalf of the school
- 7.2 I will not open any hyperlinks in emails or any attachments to emails if there are any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)

8. Legal and Copyright

- 8.1 I will not try to upload, download or access any materials which are illegal e.g. (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate material which may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- 8.2 I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, unless this is allowed in school policies or with agreement and involvement of the ICT Support Team
- 8.3 Where work is protected by copyright, I will not download or distribute copies (including music and videos)
- 8.4 Users should consider the copyright of the content they are sharing and, where necessary, should seek permission from the copyright holder before sharing
- 8.5 I will use appropriate referencing when using any content that is not my own

9. Data Protection

- 9.1 I will only transport, hold, disclose or share personal information about myself or others as outlined in the school policies. Where digital personal data is transferred outside the secure local network, it must be encrypted
- 9.2 I understand that data protection policy requires that any staff or student data to which I have access will be kept private and confidential, except when required by law or by school policy to disclose to an appropriate authority

10. Monitoring

- 10.1 As part of this policy, I understand that our systems are proactively monitored

11. Acknowledgements

With thanks to the Southwest Grid for Learning (SWGFL) for its educational Acceptable Use and accompanying policy templates

Sheldon School

ICT Acceptable Use Policy Agreement

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 understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

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 (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name:

Signed:

Date: