

Appendix 3: Acceptable Use Agreement (staff, volunteers and visitors)

I understand that I must use school ICT equipment in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT system and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF

Name of staff member:

For my professional and personal safety:

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, website) out of school, and to the transfer of personal data (digital or paper based) out of school.

I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal use with permission from the Headteacher.

I will not disclose my username or password to anyone else, especially children, 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 understand that my email password must be unique and not used on other online applications.

I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, including reports from pupils, to the appropriate person – Online safety Lead, Headteacher, or Deputy/Assistant Headteacher.

I will use strong passwords to protect important accounts. The National Cyber Security Centre recommends the use of 3 random words which provides the added security of a longer password that users can remember but are not easy to guess.

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

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 take all reasonable steps to ensure that my personal devices are secure and password-protected when using them in or outside school, and keep all data securely stored in accordance with this policy and the school's Data Protection Policy.

I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Data Policy. Paper based Protected and Restricted data must be held securely in lockable storage.

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) it will not be possible to identify by name, or other personal information, those who are featured. I will not take pictures / video of those pupils whose parent(s) / carer(s) have not given written permission for their child's images to be published.

I will only use chat and social networking sites in school in accordance with the school's policies.

I will only communicate with pupils and parents/carers using official school systems. 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.

Where possible I will communicate with parents via the school office, where this is not possible I will exclusively communicate with parents using my school business email account.

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:

When I use my mobile devices (PDAs/laptops/mobile phones/USB devices/wearable technology 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 open any hyperlinks in emails or any attachments to emails, , 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), unless the source is known and trusted.

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 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, unless I have permission from the Headteacher.

I will not disable or deliberately cause any damage to school equipment, or the equipment belonging to others.

Where necessary, school-based staff will be issued with an encrypted school memory stick which is to be used purely for school work. Only curriculum information should be stored on it, anything else should be saved on the OneDrive. No personal data will be stored on the memory stick. Personal USB sticks are not permitted.

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 including online:

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

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 or the Local Authority and in the event of illegal activities; the involvement of the police.

I understand that filtering and monitoring of the school's internet is the responsibility of all staff members and I understand my own role, expectations of me and my responsibilities, as well as those of the SLT. I have read and understood the schools' Online Safety policy, which details these.

Signed (staff member):

Date: