



ST. MARY'S
ACADEMY TRUST

St Mary's Academy Trust

Staff (and Volunteer)

Technology Acceptable Use Policy

Date agreed by Board: 21st December 2017

Date to be reviewed: December 2019

Staff (and Volunteer) Technology Acceptable Use Policy

Version 3: December 2017

1. INTRODUCTION

- 1.1 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 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.
- 1.2 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, personal and recreational use
 - that school / St. Mary's Academy Trust (SMAT) 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 technology in their everyday work.
- 1.3 This policy should be referred to in conjunction with the school/SMAT 'Safeguarding policy' 'Use of social media' and 'Code of conduct'
- 1.4 The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *students / pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

2. Acceptable Use Policy Agreement

2.1 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 and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

2.2 For my professional and personal safety:

- *I understand that the school / SMAT will monitor my use of the school digital technology and communications systems.*
- *I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school. (For safe/expected use of social media see SMAT 'social media policy 2017')*
- *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 immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.*

2.3 I will be professional in my communications and actions when using school / SMAT ICT 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. Where these images are published (e.g. on the school website /VLE/social media) it will not be possible to triangulate by name, location or other personal information, those who are featured.*
- *I will only use social networking sites in accordance with the Trust/school's policies, at all times. (See 'Social media policy 2017')*
- *I will only use social networking sites for work purposes in school, in accordance with the Trust/school's policies (See 'Social media policy 2017')*
- *I will not engage in any discussion on social media with parents/carers about any school issue or matter relating to their child, I will only communicate electronically with parents/carers using official school systems and devices. 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 or be in conflict with the Trust's interests.*

2.4 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 / SMAT:

- *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 / SMAT equipment. I will also follow any additional rules set by the school / SMAT about such use. Where prior written permission has been given by the Chief Executive for personal equipment to be used in school this must be PAT tested if mains powered. (This includes device chargers)*
- *I will not use personal email addresses on the school / academy ICT systems. This is because all staff have work email address on induction to the trust and this is based upon a secure network infrastructure.*

- *I will not open any hyperlinks in emails or any attachments to emails intentionally, 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 / SMAT 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 safe use settings, without taking advice/authority from the school head teacher, technician or SMAT*
- *I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.*
- *I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / Academy / Data Policy (or other relevant policy). 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 student / 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 / SMAT policy to disclose such information to an appropriate authority.*
- *I will immediately report via the school head teacher any damage or faults involving equipment or software, however this may have happened.*

2.5 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).*

2.6 I understand that I am responsible for my actions in and out of the school / SMAT:

- *I understand that this Acceptable Use Policy applies not only to my work and use of school / SMAT digital technology equipment in school, but also applies to my use of school / SMAT 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 / SMAT*
- *I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action, including dismissal. This could also include a referral to the Local Authority and in the event of illegal activities the involvement of the police.*

2.7 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: