

 Kingsmead	POLICY TITLE:	Staff and Volunteer Acceptable Use from 1st of September 2018
Committee/Person Responsible for Policy:	Deputy Headteacher Personal Development, Behaviour and Welfare sub-committee	
Date Approved by Governing Body:	June 2018	
Date of Last Review:	June 2018	
Next Review Due:	June 2019	
Associated Policies:	Safeguarding and Child Protection; Student & Parent/Carer Acceptable Use; ICT & Online Safety; Data Protection	

The ICT & Online Safety Policy is rooted in the Core Values of Kingsmead School

- 1) **Care**
The Online Safety of staff is always the driving factor when using ICT
- 2) **Aspiration**
The core purpose of any school is to enable students' highest possible achievement and attainment through powerful learning. ICT provides access for the student to that learning that is in accordance to the "ICT for Learning" vision of dynamic, accessible and personal
- 3) **Respect**
Staff should use ICT in a respectful and positive manner
- 4) **Determination**
ICT should be used to enhance the outcomes of the learners in line with their willingness to succeed

School Policy

New technologies have become an integral part of our lives. 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 and all users should have an entitlement to safe internet access at all times.

The 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 ICT 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 ICT in their everyday work. The school will ensure that staff and volunteers have effective access to ICT to enhance their work and to enhance learning opportunities and in return will expect staff and volunteers to agree to be responsible users

Acceptable Use Policy Agreement

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

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, iPads, email, Firefly (Kingsmead VLE) and Office 365 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 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 am responsible for ensuring the confidentiality of privileged information. I understand that I should take reasonable steps to prevent unauthorized access to this information. I should lock my workstation when it is unattended, and not project or display sensitive information
- I am aware that I should not store any sensitive data on unencrypted memory sticks
- I will immediately report any illegal, inappropriate or harmful material or incident to the appropriate person
- I will model the behaviour expected of students when accessing the Internet
- I understand that when using social networking sites, I will not divulge any personal details
- I will keep liquids a safe distance from computers and accessories

I will be professional in my communications and actions when using school 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. I appreciate that others may have different opinions
- I will ensure that when I use 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/ Firefly (Kingsmead VLE) 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 only communicate with students and parents/carers using official school systems. Any such communication will be professional in tone and manner
- I will not engage in any online activity that may compromise my professional responsibilities. As such I am aware of the professional risk of using personal email addresses/ mobile phones/ social networking sites for such communications

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:

- If using my personal laptop / tablet / mobile phone for school work I understand that this must be assessed and approved by the Leader of ICT Services and appropriate security / encryption will be configured so that any sensitive data is adequately protected.
- Staff are trusted to consider the safety of school related data and to use this data in a professional manner. It is strongly advised that you store any confidential school related documents in your OneDrive storage area or in your "My Documents" area of the school network
- All USB Drives must be encrypted if used in school
- I understand that I should not use a personal mobile phone to make work related phone calls. If a situation arises where this is unavoidable, staff are advised to dial 141 before dialling the telephone number. This will keep your caller ID secure.
- I understand that I must never take photographs of students using a personal video or still camera or mobile phone
- I understand that official school email accounts should always be used to communicate with stakeholders and that personal email accounts should not be used to communicate with parents and students
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programs
- I understand that data may become corrupt, infected or accidentally wiped therefore I will back-up data that is not backed-up by the school
- 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 programs 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 programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, unless permission has been obtained from the Leader of ICT Services
- 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 as outlined in the Data Protection Policy. Where personal data is transferred to outside the secure school network, it must be encrypted
- I understand that our data protection policy requires that any staff or student 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 school:

- 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 out of school and my use of personal equipment in school 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. 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 Staff and Volunteer Acceptable Use Policy and agree to work within the guidelines set out in this policy.

Staff / Volunteer Name

Signed

Date

Please return this agreement to the school office and file the policy for future reference.