

## Staff (and Volunteer) Acceptable Use Policy Agreement

All Northease Manor School's ICT facilities and information resources remain the property of Northease Manor School and not of particular individuals, teams or departments. By following this policy we aim to ensure that the ICT facilities are used:

- Legally
- Securely
- Without undermining the reputation of Northease Manor School
- Effectively
- In a spirit of cooperation, trust and consideration for others

### **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 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 try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students' learning and will, in return, 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, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

### **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 (eg laptops, email, VLE etc) 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 or recreational use within the policies and rules set down by the school. See E Safety Policy.
- I shall 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 understand that I am responsible for keeping my passwords secure and remain accountable for the usage of school technology by anyone who has knowledge of my password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the ICT Coordinator.
- If I am connected to the school's administration network I should not leave a computer, laptop or tablet unattended without first logging off or locking the device. If I do not know how to do this I will ask the ICT coordinator.
- If I leave my computer, laptop or tablet unattended without logging off or locking it, I shall be responsible for any misuse of it while I am away.

## **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 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 only use either (a) School cameras or devices or (b) School SD cards with our own cameras or devices to take photographs or videos of students. If I use a school SD card, this should be obtained from the ICT Coordinator and returned immediately after use;
- I will not use my personal equipment to record these images, unless I have permission to do so.
- I will only use chat and social networking sites in school in accordance with the school's policies. See E Safety Policy.
- 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 on-line activity that may compromise my professional responsibilities.

## **The school has 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 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 only use personal email addresses on the school ICT system at break and lunchtimes and only then to conduct my own personal business.
- I will never use my personal email address to contact parents, students or other stakeholders.
- 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 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.
- I will not disable or cause any damage to school equipment, or equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School's E Safety 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 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, loss or faults involving equipment or software, however this may have happened.
- If I leave the employment of the school I shall return to the ICT Coordinator any school ICT equipment

### **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 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 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 in the event of illegal activities the involvement of the police.

### **Procedure.**

Each employee is required to sign this agreement at the commencement of their employment and the agreement shall remain in force for their duration of their employment. The original signed acceptable use agreement shall be kept in the Director of Operations' office.

I have read and understand the above and agree to use the school ICT 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