



St. Mary's C of E Primary Academy
COLLABORATIVE LEARNING TRUST



Acceptable Use Policy

(Staff)

Introduced: September 2021
Reviewed September 2022

New technologies have become integral to the lives of children and young people, within schools and in their lives outside school. 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.

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.
- St Mary's C of E Primary Academy 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.

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 pupils 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 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 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.

For my professional and personal safety:

- I understand that St Mary's C of E Primary School will monitor my use of the school digital technology and communications systems to protect against inappropriate content
- 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.
- I understand that the school digital technology systems are primarily intended for educational use and that I will not use the systems for personal or recreational use.
- I will not disclose my username or password to anyone else or share with another member of staff, 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. My password will be changed regularly.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

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

- I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- I will communicate with staff and parents 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 not use my personal equipment to record these images.** Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured. All photos will be stored on the staff drive and not worked on from individual laptops or on any personal devices.
- I will not use social networking sites from school equipment (except for accessing the school Twitter account).
- In my use of social networking sites, I will not mention St Mary's C of E Primary Academy in name or implicitly or share information directly or indirectly on social media.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- Children's or parent/carers names must not be used in private messaging or on any form of communication other than school email.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

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 (laptops/ tablets / mobile phones / USB devices etc) in school, these can only be used at break times. All personal devices must be stored out of sight and not accessed at any point in front of children.
- I will not use my personal email address on the school systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is a trusted source 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 / academy 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 install or attempt to install programmes of any type on a machine, or store programmes on a computer.
- I will not deliberately disable or cause any damage to school equipment, or the equipment belonging to others.
- All digital personal data will be stored in the staff drive on the network.
- 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 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 / academy:

- 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 St Mary's C or E Primary Academy.
- 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 / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

