



ICT Acceptable Use Policy (AUP) – Staff, Governors, Long Term Supply Staff and Volunteers

ICT and the related technologies such as email, the Internet and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all Staff, Governors and Volunteers are aware of their individual responsibilities when using technology. All staff members and Governors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the headteacher.

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 / pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will be an active participant in Online Safety education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.
3. I will not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form.
4. I will not be involved with any online activities, either within or outside school that may bring the school, staff, children or wider members into disrepute. This includes derogatory/inflammatory comments made on Social Network Sites, Forums and Chat rooms.
5. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
6. I will respect copyright and intellectual property rights and I will not download or distribute copies (including music and videos).
7. I will ensure that all electronic communications with children and other adults are appropriate.



8. I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
9. I will not use the school system(s) for personal use during working hours.
10. I will not install any hardware or software without the prior permission of the ICT Manager.
11. I will not disable or cause any damage to school equipment, or the equipment belonging to others.
12. I will immediately report any damage or faults involving equipment or software, however this may have happened.
13. I will ensure that personal data (including data held on MIS systems) is kept secure at all times and is used appropriately in accordance with Data Protection legislation.
14. I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
15. I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.
16. I will report any known misuses of technology, including the unacceptable behaviours of others.
17. I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.
18. I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
19. I have a duty to protect passwords (as per the school Technical Security Policy) and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
20. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
21. 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.
22. I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email/Office 365, OneDrive, VLE etc) out of school.
23. I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action,



including the power to confiscate personal technologies such as mobile phones.

- 24. When I use my personal / external devices (laptops / mobile phones / iPads / school issued 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.
- 25. I will not use personal email addresses on the school ICT systems.
- 26. 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 programmes.
- 27. I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- 28. I will ensure that I utilise my allocated 1TB of OneDrive Cloud Storage instead of USB Pen Drives in order to minimise the risk of virus / malware and ransomware attacks and I that my data is regularly backed up, in accordance with relevant school policies.
- 29. I will take responsibility for reading and upholding the standards laid out in the AUP. I will support and promote the school's Online Safety policy and help children to be safe and responsible in their use of ICT and related technologies.
- 30. I will respect 'Good Housekeeping' practice when saving files/folders or media to the shared Network Drives i.e Media/T Drive etc
- 31. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

User Signature

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature.....

Date

Full Name(PRINT)

Position/Role



Date policy approved by the Governing Body Curriculum & Policy Committee: 21.02.2018

Signed by the Chair of the Curriculum & Policy Committee: _____
Mr M Maher

Signed by the Chair of the Governing Body: _____
Mrs W Blundell

Policy Review Date: Spring Term 2019

