ICT Acceptable Use Policy

Date: November 2019

Executive Headteacher: Sarah Watson
Headteacher, Wellesley Park Primary School: Carly Wilkins

Due for review: Autumn Term 2022

Staff and Volunteers

Each volunteer and member of staff will be asked to sign a copy of this policy to indicate she/he has been made aware of its contents.

Acceptable Use Policy Agreement
I understand that I must use Trust 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 Trust is entitled to monitor my use of the ICT systems, email, network server storage, cloud storage as well as internet access, and may at the discretion of the Headteacher exercise that entitlement.

- I understand that the rules set out in this agreement also apply to use of Trust ICT systems (eg laptops, email, etc) out of school.

- I understand that the Trust's ICT systems are intended for educational use and that I will only use the systems in this way.

- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.

- To preserve security on the Trust's networks I will ensure when I am not in front of my computer I will lock it or, if I am going to use a computer elsewhere, log off the computer I am working on.

- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person, which in the first instance will be the ICT Manager at my school.

I will be professional in my communications and actions when using Trust 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 Trust's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school websites) it will not be possible to identify by name, or other personal information, those who are featured.

- I accept that the use of chat and social networking sites in the schools is not permitted.

- I understand that if, outside school (use within school is prohibited), I make use of a social networking site, I will not use this to communicate any information or images to others about students or staff in the Trust.

- I understand that if I use a social networking site, even though I may restrict access to information about me or others, to 'friends', I am not able to control who they show

this information to, and this, in effect can make information I publish part of the public domain.

- I understand that it is professionally unacceptable to invite students or ex-students of the Trust to be 'friends' on a social networking site.
- I will only communicate with students / pupils and parents / carers using official trust systems and never with a personal email account. Any such communication will be professional in tone and manner. I am aware that communicating with these groups of people using a personal mobile phone is not acceptable.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The Trust has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the schools:

- When I use my personal hand held / external 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 Trust 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 not use personal email addresses on the Trust's ICT systems.
- 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.
- I will ensure that my data is regularly backed up.
- 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 / software / hardware that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will create, receive, transmit or maintain data on cloud based application provided by the trust rather than any personal account.
- 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, unless this is permitted by the school. In general, it is not permitted to install any software on a laptop provided by the school, unless the school holds an appropriate licence for the software. It is not sufficient for the teacher to personally hold a licence.
- 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 permitted by the Trust. My laptop, if provided by the school, must require a password in order to be used, and the password must be operational at all times.
- Where personal data (as covered by the Data Protection Act) is transferred outside the secure school networks, it must be encrypted while in transit. To store the data on a device, such as a memory stick, is not permitted, unless the device has secure encryption.

- 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 understand that when accessing personal data via a computer, I will ensure that the data is not made visible to others, example, by displaying on a projector screen, or by showing students or other unauthorised people, SIMS data screens.
- 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 Trust ICT equipment in school, but also applies to my use of Trust ICT systems and equipment out of school (incl. remote desktop provision) and my use of personal equipment in school or in situations related to my employment by the Trust.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include, in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the Trust's 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	

Students

Technology is a great tool to find information and to communicate with others.
The school encourages its appropriate, effective and safe use.
All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

My Responsibilities
I understand that I have rights and responsibilities in using ICT and will act responsibly for all data that exists in file storage areas (including cloud storage), emails and on personal devices, when using technology, computers or the internet.
I will report any suspected misuse or problems to a teacher.
I will make sure there is permission to use any material that I find.
I will make sure that I maintain a healthy lifestyle and do not spend too much time using technology.

Cyberbullying
I understand that the school will not accept bullying in any form.
I will be careful with all communications making sure that anything I write cannot be mistaken as bullying.
I understand that I should report any incidents of bullying.

Access to Internet Sites
I will not try to access sites that are blocked or that are unsuitable for use in school.

Communication – email, social networks, blog etc.
I will be careful in my communications making sure that nothing I write is offensive.
I will not write anything that could be seen as insulting to the school.

Mobile Phones
I will only use my mobile phone as directed by my teachers.

Removable Media, eg CDs, memory sticks
I will use all removable devices appropriately.

Sanctions
I understand that the school will monitor my use of computers and other technology.
I understand that the school may investigate incidents that happen outside school.
I understand that there are regulations in place when pupils use ICT and that there are sanctions if I do not follow the rules.

Name   _____

Signed _____

Class   _____   Date _____

Digital/Video Images

1. Members of staff and volunteers will only use school equipment to make digital/video images of students or adults associated with the Trust. No image will be made using personal equipment.

2. Any image made will be destroyed when no longer needed for the activity for which it has been produced.

3. All parents and carers will be asked on their child's admission to the school to indicate if they do not wish images of their child to be used in published materials.

4. Any images of students which are published will be used in a manner which does not allow identification by name. Exceptions to this guideline will only be made when publication of an image is linked to a particular achievement of a student or group of students and specific permission has been obtained from the family or families concerned.

5. Images/videos recorded using the schools' CCTV systems are not covered by this policy but are subject to a separate policy to which reference should be made.