Spaxton School Staff Acceptable Use Policy Agreement (Network and Computer Devices)

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be positive role models, responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and other 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 technology to enhance their work, and learning opportunities for students. The school will, in return, expect staff and volunteers to agree to be responsible users.

New technologies / devices have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital 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.

All users should have an entitlement to safe internet access at all times.

I understand that I must use school technology in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the school systems and other users.

I recognise and respect the value of the use of technology for enhancing learning.

I understand that we are all teachers of online safety and will be a positive role model to support the education of the young people in my care in the safe use of technology, and embed online safety in my work.

Use of Chromebooks:

- If I wish to use the Chromebooks then I need to book them in advance.

- I am aware that I need to supervise students using the Chromebooks at all times. This includes monitoring their activity at all times using the provided school monitoring software. I am aware that the Chromebooks are a shared resource and I leave the Chromebook trolley neat and tidy ready for the next member of staff.

- It is my responsibility to ensure students meet their AUP whilst using the Chromebooks. This includes their use of internet search engines, not moving or changing IT equipment, no use of their own devices such as USB drives, any damage to IT equipment should reported to the IT technicians as it occurs.

Using Technology:

- I understand that the school will monitor use of equipment my use of the school systems, email and other digital communications by using software, including internet filtering, and CCTV.

- I understand that the rules set out in this agreement also apply to use of school systems (e.g. laptops, phones and email) out of school, and to the transfer of personal data (digital or paper based) out of school (personal data including academic data and contact information relating to any adult or student a the school).

- I understand that the school systems are intended for educational use, and should be used in accordance with this AUP and the school e-safety policy.

- I will not access, copy, remove or otherwise alter any other user's files. If for any reason I need to access a student's files, such as coursework, then I will speak to my manager, and then ask an IT technician to assist me.

- When I use my devices (desktops / laptops / tablets / Smartphone / USB devices etc.) in school, or at home, to access the schools cloud/remote computing platform, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up-to-date software, firmware, anti-virus software, operating system, and free from viruses. I will also follow any additional rules set

by the school about such use, including encryption. I will log out of the schools' cloud / remote user computing platform when I have finished using it, to prevent un-authorised access.

- I will not use my personal Apple account on school owned Apple devices.

Security:

- I will not disclose my username or password to anyone else, unless required by an IT Technician for support, 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, or accidentally see it.

- I understand that I have a responsibility to protect my school profile by ensuring my computer equipment is logged off, or locked, when I am not present.

- To ensure further protection of my profile I understand that I need to change my password on a regular basis when asked to do so. My password will meet the requirements the schools password policy of a minimum length of 8 characters and including upper and lower case and numbers or special characters.

- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted (due to the risk of the attachment containing viruses or other harmful programmes.) If I have any concerns about the validity of the e-mail, I will check with an IT technician before opening.

- 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 that are 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 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 any device/PC, or store programmes on a computer, nor will I try to alter computer settings. If I require different software then I will consult with the IT technicians.

- I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Schools Personal Data Policy. Where I need to transfer digital personal data outside the secure local network, including the use of Portable storage / USB devices or via the email system, it must be encrypted.

- I understand that the 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.

Online including use of Social Media:

- I understand that I have a responsibility to immediately report any illegal, inappropriate or harmful material or incident (including incidents under the counter-terrorism and security Act 2015), I become aware of by other staff, students and my own personal use of computer equipment, to the appropriate person.

- When using my personal social media I will not make any reference to students/parents/carers/school staff, nor mention the school in any way that could be deemed unprofessional. I will not engage in online discussions on personal matters relating to the school community.

- When using my personal social media I will not upload, or share, images or recordings of students relating to school activities, nor will I communicate with parents/carers on posts about school related matters.

- I will seek permission from the schools e-safety co-ordinator first before setting up any school related social media, and then share school-related social media account details with IT technicians in order for them to check regulations.

- I will not 'friend' any current, or recently ex-student on my personal social media. In this case, I am aware that this could compromise my professional role.

- I will only use social networking sites in school for work purposes and in accordance with the school's policies. I need to ensure that any private social networking sites that I create, edit or contribute to, and any online activity that I engage with inside and outside school, does not compromise my professional role in school in any way (e.g. posting of offensive content, contacting students).

- I understand that social networks update their terms of service on a regular basis and therefore I need to update my security settings on a regular basis to ensure appropriate privacy settings.

Recording of students:

- I will not use any personal device or personal social media to record or publish images / videos / sound involving students. If taking part on an organised school event then there should be a school device available for this purpose, which should then be returned to the trip organiser.

- I will ensure that when I take images / videos / sound recordings of others I will do so with their permission and in accordance with the permissions given to the school by the parent / guardian.

- Where these images are published by the appropriate person (e.g. on the school website, social media) they will follow permissions given to the school by the parent / guardian.

Communication:

- I will only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner. I understand that communication must be written in such a way that it cannot be considered to be abusive, defamatory or libellous. I accept all liability for my communications. I must ensure that written statements cannot be construed out of context.

Legislation:

- I will ensure that I have permission to use the original work of others in my own work, in accordance with copyright.

- Where work is protected by copyright, I will not download or distribute copies (including images, music and videos).

I understand that I am responsible for my actions in and out of the academy:

I will report any breach of the above Acceptable Use Policy to the Head of Computing / Network manager and in their absence, I will report any breach to my line manager. I will ensure the information I receive regarding children becoming victims of any breach of the students AUP, or any incident which compromises their safety online, or otherwise, is reported to the Designated safeguarding Lead. Equally, I will report any incident involving electronic communications, whether from a child or adult, that compromises my safety or professional standing.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

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