

## Acceptable Use Policy for Staff and Visitors

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 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.

I understand that:

The use of information and communication technology should follow the following general principles:

- This policy should apply whether systems are being used on or off the school premises.
- The school's information and communication technology systems are intended primarily for educational use and the management and administration of the school. During work breaks appropriate, reasonable personal use is permitted.
- Data Protection legislation must be followed.
- Users must not try to use systems for any illegal purposes or materials.
- Users should communicate with others in a professional manner.
- Users must not disclose their password and they should not write it down or store it where it is possible that another person might steal it. Users must not attempt to use another person's user-name or password.
- Users must report as soon as possible any apparently illegal, inappropriate or harmful material or event to the person designated by the school.
- Equipment taken off site will be my personal responsibility and I am advised to check that its loss or damage is covered by my personal insurance.
- Network activity and online communications are monitored by the School, including any personal and private communications made via the school network

I understand that:

Employees, governors and volunteers should:

- Not open, copy, remove or alter any other user's files without that person's express permission;
- Only take and/or publish images of other people with their permission, or, in the case of pupils, the permission of their parents or guardians;
- When recording or publishing such images for educational purposes should not attach to those images any names or other personal information enabling identification;
- Only communicate with pupils and parents through the school's official communication systems and not publish personal contact details through those systems. Any such communications will be professional in tone and manner;
- Not use personal email addresses on the schools ICT systems.

Acceptable User Policy Reviewed 21<sup>st</sup> September 2022

- If they occupy a senior post in which they need to keep e-mail and other messages confidential, ask the school for a separate e-mail address for this purpose;
- If they use personal devices during their work (subject to the agreement of the school in the case of employees), ensure that the systems which they use are secure, protected with passwords and encrypted;
- Not use any personal social networking sites through the school's information and communication technology systems;
- Not open any hyperlinks in, or attachments to, e-mails, unless the source is known and trusted;
- Ensure that their data is backed-up regularly in accordance with the rules of the school's systems;
- Only save documents on the password protected memory sticks provided by the school or on your personal cloud space provided by BGFL365;
- Only download or upload large quantities of information if they have permission to do so, in order to avoid overloading the school's systems;
- 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.
- Not try to install any programmes or alter any computer settings unless this is allowed under the rules for the school's information and communication technology systems;
- Not deliberately disable or damage any information and communication technology equipment;
- Report any damage or faults to the appropriate member of staff.
- Inform a member of the network management staff in writing immediately of any websites accessible from within school I feel are unsuitable in any way for student consumption.
- Inform a member of the network management staff in writing immediately of abuse of any ICT system(s) - software and hardware - providing the location and names where possible.
- Supervise students at all times when in an ICT suite or on computer equipment.

I also understand that:

Use of social media networks or sites, whether by pupils or employees, should be subject to the same standards as the school would expect for behaviour and conduct generally (as set out in the school's code of conduct for support staff and the Teachers' Standards for teachers). The school accepts the separation of private life and work and will not concern itself with people's private lives unless it appears that the law has been broken, or that an employee is in breach of contract, or that the school is, or will be, brought into disrepute.

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 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 the school.
- 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 digital technology 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.

Name ..... Date ...../...../.....

Signed: .....

Job Title .....