



# Saltford C of E Primary School

## Staff and Volunteer Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies such as mobile phones and games consoles are powerful tools that 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.

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 personal devices and users are protected from accidental or deliberate misuse or damage,
- that staff are protected from potential risk in their use of ICT in their everyday work,
- that data regarding staff and pupils is kept safely in line with school policy.

This Acceptable Use Policy is to be used in conjunction with the Saltford School E-Safety Policy that can be found with all other school policies and on the school website. 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 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 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 pupils 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 school may monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, any remote access facilities etc) out of school and to the transfer of personal data (digital or paper based) out of school.
- 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.
- I will not disclose my username or password to anyone else, 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 in a fashion that would make it likely that someone could steal or use it.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person as outlined in the Saltford School E-Safety Policy.

I will be professional in my communications and actions when using school 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 school's policy on the use of digital/video images. I will not use my personal equipment to store these images, unless I have permission to do so. Where these images are published online (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.

- I will only communicate with pupils and parents/carers using official school systems (except in special circumstances authorised by the Headteacher). Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will treat school equipment with caution and respect.
- I understand that I am responsible for any physical damage to equipment or e-safety infringements carried out by any other person who may have access to my equipment out of school.

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 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 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.
- I will not open any attachments to or hyperlinks in emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will always include the standard school disclaimer footer in any professional emails on the school system.
- 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 that 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 only use school-approved software to bypass the filtering/security systems in place to prevent access to such materials.
- When I bypass the school filtering system I will be aware that inappropriate material may be visible to the children and I will ensure the session is previously vetted and properly closed as soon as possible.
- 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, without consultation with the ICT Technician.
- 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 others, or myself as outlined in the School Personal Data Policy. Where personal data is transferred outside the secure school network, it must be password protected.
- I will take due care of memory cards where images and recordings of children are held and will ensure that they are kept safely and emptied at the first available opportunity.
- I understand that data protection policy requires that any staff or pupil 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 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, images 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 school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school 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. This could include a warning, a suspension, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.

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