Acceptable Use Policy 2020: Staff

Statement of Principles

The school makes a range of digital technologies available to staff for use in conjunction with their employment and for the use in connection with professional activities that arise from their employment by the school.

Staff should not use the digital technologies provided by the school for activities that are illegal, or, for other reasons, incompatible with their professional role.

Detailed provisions

This acceptable use policy covers staff use of digital technologies in school: i.e. email, Internet, intranet and network resources, Learning Gateway, software, equipment and systems.

As a member of staff at Roding Primary School:

- I understand that the statements set out in this agreement also apply to the use of school ICT systems out of school, and the transfer of data out of school (digital or paper-based);

- I will only use the school's digital technology resources and systems for school and professional purposes;

- I will ensure that I, and any classes I am responsible for, treat the school equipment appropriately when using, transporting and storing it;

- I will immediately report any damage or faults involving equipment and software via the school Helpdesk, however this may have happened.

Login, Usernames and Passwords:

- I will keep private my login/password(s) for school digital technologies, and will not allow any other person to use my login/password(s) to access the school's digital technologies, including relevant online technology, nor will I try to use another person's logins or passwords to access the school system;

- I will ensure that if I leave any technology while I am logged into email / internet / intranet / network, or other school / Local Authority systems that I lock the technology to ensure that there is no unauthorised access;

- I will not allow unauthorised individuals to access email / internet / intranet / network, or other school / Local Authority systems;

- I understand that I should not write down or store a password where it is possible that it could be easily seen or taken by another person;

- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Network Manager or my Assistant Head.

Internet and Communication

- I understand that all internet usage / network usage can be logged and this information could be made available to my manager on request;

- I will ensure all documents are saved, accessed and deleted in accordance with the school's network structure, security and confidentiality protocols;

- I will not access, copy, remove or otherwise alter any other user's files without their express permission;

Acceptable Use Policy 2020: Staff

Statement of Principles

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

- I will not browse, download or send material that could be considered pornographic, obscene or offensive;

- I will not download any software, apps or resources from the Internet that can compromise the network, or are not adequately licensed (including mobile devices);

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person (Network Manager, CP Lead, Line Manager or Site Head), including concerns I have regarding radicalisation of pupils or colleagues;

- I will use the school email and telephone systems for school business only; I will not use a private email or telephone to conduct school business, unless instructed by the Headteacher;

- I will only communicate with children and parents / carers using the official school systems. Any such communication will be professional in tone and manner. Emails will be sent from the school office email account NOT my own school account or a personal account. Telephone calls are to be made from school phone lines, unless exceptional circumstances agreed with the Headteacher (i.e. residential or school visit).

- 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.

Network and System

- I will not connect a computer (or similar device) to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus system;

- I will not connect a USB memory drive (or similar device) to the school network if it has been used on a home computer without up-to-date anti-virus software and encryption;

- USB memory drives should not contain any pupil or staff personal information. Access to this information is available via the on-line MIS system utilised within the Borough. Planning and resources can be transported via a USB memory device, however only table names or children's initials can be used to identify specific groups or individuals. All memory drives MUST be encrypted.
- I will only use Cloud storage that it deemed safe by the Borough and school. At the moment these are One Drive (provided as part of the Outlook Suite) and Google Drive;

- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school data policy. Where digital personal data is transferred outside the secure network, it must be encrypted.

- I will not use personal digital cameras or camera phones for taking or transferring images of pupils or staff. Images will only be taken using school equipment and used in accordance with the school's Digital Images policy;

- I will use the school's Learning Gateway site in accordance with school and Borough advice.

Social Media

- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not in conflict with my professional role;

- I will not engage in any online activity that may compromise my professional responsibilities. I will not engage in online discussions on personal matters relating to members of the school community;

Acceptable Use Policy 2020: Staff

Statement of Principles

- Personal opinions should not be attributed to the school;

- I will ensure that no reference is made on social media to pupils, parents/carers or staff.

Professional Integrity

- I will not use the school's digital technologies for personal or commercial uses such as buying and selling;

- I will not use any personal devices such as mobile phones throughout the school day e.g. when I am teaching, supporting or coaching children. This includes times outside of allocated classroom hours such as before or after school clubs when I am responsible for the children;

- I agree and accept that any technology loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any 'significant personal use' that would deem the device a benefit as defined by HM Revenue & Customs (see http://www.hmrc.gov.uk/payerti/exb/a-z/c/index.htm);

- I understand that data protection law requires that any personal information (e.g. staff or pupil records) will be kept private and confidential, and will only be used for the purpose for which it was collected or created. I will only share information with external organisations when authorised by the Headteacher or designated member of staff. I will take every reasonable step to avoid accidental disclosure of confidential information (for example, by keeping my login/password(s) private);

- I will ensure that I am aware of safeguarding approaches relevant to the use of digital media and will ensure they are embedded in my classroom practice;

- I will only use Local Authority systems in accordance with any council policies;

- I understand that the school may monitor my use of the technology systems (including email and other digital communications);

- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

Data protection notice

- All emails sent using the Borough e-mail system are logged and stored according to the following policies:
  - traffic data (from address, to address, subject line and routing information) is recorded for all emails and will be held for a period of 8 weeks;
  - full message content will be recorded in the event of a message being held on the system.

- Traffic data is held for the purposes of investigating technical faults with the email system and reported breaches of the Acceptable Use Policy.

- Full message content is held in order to investigate why an email has not been delivered automatically. This may be because the message:
  - is suspected of being SPAM;
  - is suspected of failing to comply with the acceptable use policy;
  - was subject to a technical failure.

  These emails may be examined by system administrators as they work to resolve the problem. Once an email has been released the full message content will be deleted.

- Any message suspected of failing to comply with the acceptable use policy will be reported to the Headteacher, governing body or line manager.

Acceptable Use Policy 2020: Staff

Statement of Principles

- Access to other staff users' mailboxes will only be granted in the following circumstances:
    - by the users themselves using Outlook;
    - on receipt of a request form signed by the Headteacher/chair of governors.

  Access to other users' mailboxes risks breaching the data protection act and the users' right to privacy; therefore a detailed log of how and when such access is granted is kept.

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent E-Safety Policy (normally an annual revisit).

I agree to abide by the school's most recent Acceptable Use Policy.

I wish to have an email account; a Learning Gateway login; be connected to the Intranet & Internet; and be able to use the school's ICT resources and systems.

Signature: _____   Date: _____

Full Name: _____
        (Print)

Job title. _____

School: Roding Primary School _____