



# STAFF / VOLUNTEER ICT ACCEPTABLE USE AGREEMENT

The use of Information and Communication technologies (ICT and personal data) such as email, the Internet, and mobile devices are an expected part of daily working life in school. This Agreement is designed to ensure that all staff and volunteers are aware of their responsibilities when using any form of ICT. It applies to any ICT used in school, the use of school-owned devices, and ICT systems out of school and the use of personal equipment in school or in situations related to their employment by the school. All staff and volunteers (where they are using technology in school or in connection with the work of school) are expected to sign this Agreement and always adhere to its content. Any concerns or clarification should be discussed with **Clair Brown** (Online Safety Lead) or **Alex Moore** (Head teacher).

This Acceptable Use Agreement is intended to ensure that:

- staff and volunteers are responsible users and stay safe while using technologies for educational, personal, and recreational use;
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- staff are protected from potential risk from the use of ICT in their everyday work and work to ensure that the children or young people in their care are safe users.

## Acceptable Use 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.**

### Keeping Safe

- ★ I understand that all my use of the Internet and other related technologies can be monitored and logged and made available, on request, to my Line Manager or Head teacher.
- ★ I will only use my own usernames and passwords which I will choose carefully so they cannot be guessed easily. I will also change the passwords on a regular basis
- ★ I will not use any other person's username and password.
- ★ I will not give out my own personal details, such as mobile phone number, personal email address, personal social media account, or any other social media link, to pupils.
- ★ I will ensure that my data is regularly backed up.
- ★ I will ensure that I 'log off' after my network session has finished.
- ★ If I find an unattended device logged on under another user's username, I will **not** continue using the machine – I will 'log off' immediately.
- ★ I will ensure that my online activity, both in school and outside school, will not bring my professional role or the school into disrepute.
- ★ I will not accept invitations from school pupils to add me as a friend to their social networking sites, nor will I invite them to be friends on mine, unless this has been agreed by the Head teacher as acceptable.  
As damage to professional reputations can inadvertently be caused by quite innocent postings, text or images, I will also be careful with who has access to my pages through friends and friends of friends, especially with those connected with my responsibilities as a staff member/volunteer at the school, such as parents and their children.
- ★ I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when it is deemed necessary that I am required by law or by school procedures to disclose it an appropriate authority.
- ★ I will only transport, hold, disclose or share personal information about myself or others as outlined in the school personal data guidelines. I will not send personal information by email as it is not secure.
- ★ Where personal data is transferred outside the secure school network, it must be encrypted. Personal data can only be taken out of school or accessed remotely when authorised, in advance, by the Head teacher or Governing Body. Personal or sensitive data taken off site in an electronic format must be encrypted, e.g., on a password secured laptop/device or memory stick. Staff leading a trip are expected to take relevant pupil information with them, but this must always be held securely.
- ★ I will ensure that any private social networking sites/blogs etc. that I create, or actively contribute to:

- do not reveal confidential information about the way the school operates;
  - are not confused with my school responsibilities in any way;
  - do not include inappropriate or defamatory comments about individuals connected with the school community;
  - support the school's approach to online safety which includes not uploading or posting to the Internet any pictures, video or text that could upset, offend, or threaten the safety of any member of the school community or bring the school into disrepute;
- ★ I will not attempt to bypass the school network filtering and security systems in place, nor will I use words or phrases to establish if the filtering systems are enabled and working without permission from the Head teacher.
  - ★ I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.

### **Promoting Safe Use by Learners**

- ★ I will support and promote the school's Online Safety, Data Protection and Behaviour Policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- ★ I will model safe use of the Internet in school.
- ★ I will educate young people on how to use technologies safely according to the school teaching programme.
- ★ I will take immediate action in line with school procedures if an issue arises in school that might compromise a learner, user, or school safety or if a pupil reports any concerns.

### **Communication**

- ★ I will only use the school's email/Internet/Intranet/Learning Platform and any related technologies for professional purposes or for uses deemed 'acceptable' by the Head teacher or Governing Body.
- ★ I will communicate on-line in a professional manner and tone; I will not use aggressive or inappropriate language and I appreciate that others may have different opinions. Anonymous messages are not permitted.
- ★ I will not engage in any on-line activity that may compromise my professional responsibilities.
- ★ I will not use language that could be calculated to incite hatred against any ethnic, religious, or other minority group.
- ★ I will only communicate with pupils and parents using the school's approved, secure email system(s). Any such communication will be professional in tone and manner.
- ★ I am aware that any communication could be forwarded to an employer or Governors or in some circumstances, the Police.
- ★ I will only use chat and social networking sites that are approved by the school when using school-owned devices.
- ★ I will not use personal email addresses on the school ICT systems unless I have permission to do so.

### **Research and Recreation**

- ★ I will not browse, upload, download, distribute or otherwise access any materials which are illegal, discriminatory, or inappropriate or may cause harm or distress to others.
- ★ I will not (unless I have permission) make large downloads or uploads that might take up internet capacity.
- ★ I know that all school ICT is primarily intended for educational use, and I will only use the systems for personal or recreational use if this is allowed by the school.

### **Sharing**

- ★ I will not access, copy, remove or otherwise alter any other user's file, without their permission.
- ★ I will always respect the privacy and ownership of others' work online and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission, and will credit them if I use it.
- ★ Where work is protected by copyright, I will not download or distribute copies (including music and videos). If I am unsure about this, I will seek advice.
- ★ Images of pupils and/or staff will only be taken, stored, and used for professional purposes using school equipment in line with school procedures.

- ★ I will only take images/video of pupils and staff/other adults where it relates to agreed learning and teaching activities and will ensure I have parent/others' permission before I take them.
- ★ If images are to be published online or in the media, I will ensure that parental/staff permission allows this.
- ★ I will not use my personal equipment to record images/video unless I have permission to do so from the Head teacher or other Senior Manager.
- ★ I will not keep images and/or videos of pupils stored on my personal equipment unless I have permission to do so. If this is the case, I will ensure that these images cannot be accessed or copied by anyone else or used for any purpose other than that for which I have permission.
- ★ Where these images are published (e.g., on the school website/prospectus), I will ensure that it is not possible to identify the people who are featured by name or other personal information.
- ★ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

**Buying/Selling/Gambling/Gaming**

- ★ I will not use school equipment for on-line purchasing, selling, gambling or gaming unless I have permission to do so.

**Problems**

- ★ I will immediately report any illegal, inappropriate, or harmful material or incident I become aware of, to the Online Safety Coordinator or Head teacher.
- ★ I will not install any hardware or software on a computer or other device without permission of the Network Manager.
- ★ I will not try to alter computer settings without the permission of the Network Manager.
- ★ I will not cause damage to ICT equipment in school.
- ★ I will immediately report any damage or faults involving equipment or software; however this may have happened.
- ★ 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 understand this forms part of the terms and conditions set out in my contract of employment.
- ★ I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

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**Staff/Volunteer ICT Acceptable Use Agreement**



I will use the school network and school-owned devices in a responsible way and observe all the restrictions as explained in the staff/volunteer ICT Acceptable Use Agreement. I agree to use ICT by these rules when:

- ✓ I use school ICT systems and school-owned devices at school, at home, or in other public or private spaces when I have permission to.
- ✓ I use my own ICT (where permitted) in school.
- ✓ I use my own ICT out of school to access school sites or for activities relating to my work or volunteering for school.

<b>Staff/Volunteer Name:</b>			
<b>Job Title (if applicable):</b>			
<b>Signature:</b>		<b>Date:</b>	