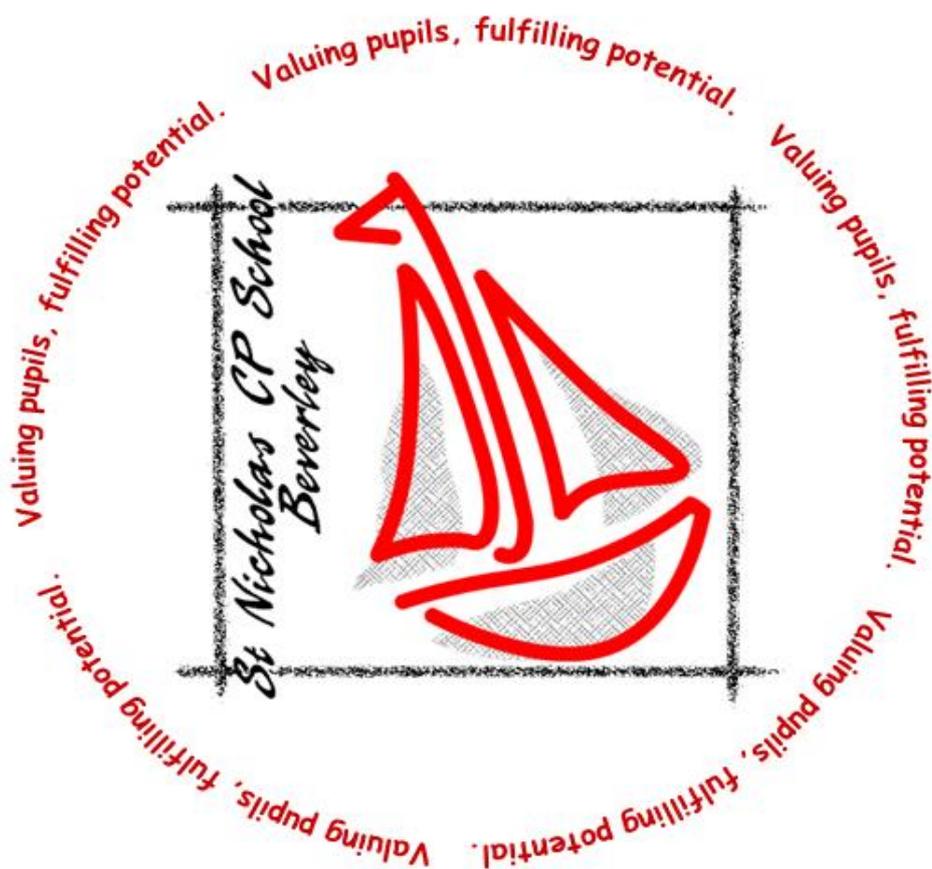


Beverley St Nicholas CP School Staff Acceptable Use Policy





Staff Acceptable Use Policy

This document clearly details what the school's Senior Leadership Team (SLT) and Governors deem to be appropriate use of technology in school by staff. Nationally recognised best practice suggests that schools have an eSafeguarding policy in place alongside detailed and pertinent AUPs for all users.

When using the school's ICT equipment and other information systems, I have understood and will do the following:

- I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment, which is detailed within the school's eSafeguarding policy.
- I will access the Internet and other ICT systems using an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the Internet through my username and password. I will report any suspicion or evidence that there has been a breach of my personal security in relation to access to the Internet or ICT systems, to the Incident Management (IM) team.
- All passwords I create will be in accordance with the school eSafeguarding Policy. I will ensure that I use a suitably complex password for access to the Internet and ICT systems and that I will use a unique password for each system.
- I will not share my passwords with any colleagues or pupils within school.
- I will seek consent from the Head Teacher/ Incident Management (IM) team prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or another user could consider an offence. If I encounter any such material I will report it immediately to the Head Teacher/ IM team.
- I will take a professional and proactive approach to assessing the effectiveness of the Internet content-filtering platform in relation to the educational content that can be viewed by the pupils in my care.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the network manager / IM team (as appropriate).
- I will ensure that all devices taken off site, (laptops, tablets, cameras, removable media or phones) will be secured in accordance with the school's Data

Protection Registration and any information-handling procedures both on and off site.

- I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and confidential information.
- I will take reasonable precautions to ensure that all devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/ other location). Devices will not be stored in a car overnight or left in sight when not in use, e.g. by an open window or on the back seat of a car.
- I will secure any equipment taken off site for school trips.
- I will only use school-owned or provided portable storage (USB sticks, portable hard drives etc).
- I will ensure that any personal or sensitive information taken off site will be placed on a school-owned device with appropriate technical controls such as encryption - password protection will be deployed.
- Any information asset, which I create from other information systems, which could be deemed as personal or sensitive will be stored on the school network. It will be accessed in a controlled manner in accordance with the school's data protection controls.
- I will not download or install any software from the Internet or from any other media source, which may compromise the school's network or the information situated on it; without prior authorisation from the network manager/ IM team.
- I will return any school-owned ICT equipment or software to the relevant individual within school (network manager) once it is no longer required.
- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. Breaches will be reported to the appropriate authorities.
- I understand that my files, communications and internet activity may be monitored and checked at any times to protect my own and others' safety. Action may be taken if deemed necessary to safeguard others or myself.
- I understand that if I do not follow all the statements in this AUP and in other school policies relating to the use of ICT equipment, I may be subject to disciplinary action in line with the school's established disciplinary procedures.

Social Media

- I will not talk about my professional role in any capacity, when using personal social media such as Facebook, Twitter, YouTube or any other online publishing websites.

- I will not use social media tools to communicate with current or former pupils under the age of 18.
- I will not use any social media tools to communicate with parents unless approved in writing by the Head Teacher.
- I will set and maintain my profile on social networking sites to maximum privacy and give access to known friends only.
- I will not access social networking sites for personal use during school hours.
- If I experience any derogatory or slanderous comments relating to the school, colleagues or my professional status, I will take screenshots for evidence and report them to the Head Teacher / IM team.

Managing Digital Content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.
- I will only use school equipment to create digital images, video and sound. Digital images, video and sound will not be created without the permission of participants. Images and video will only record appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the staff and pupils involved as detailed in the eSafeguarding Policy/ Home School Agreement (or any other relevant policy).
- Under no circumstances will I use any personally owned equipment for video, sound or images without prior consent from the Head Teacher.
- When searching for images, video or sound clips, I will ensure that I, and any pupils in my care are not in breach of any copyright law.
- I will ensure that any images, videos or sound clips of pupils are stored on the school network and never transferred to personally owned equipment.
- I will ensure that any images taken on school-owned devices will be transferred to the Drop Box App or school network (storage area/server) and then deleted from the memory card (within one week).
- I will model safe and responsible behaviour in the creation and publishing of online content, within the school's learning platform or any other websites.

Learning and Teaching

- I will support and promote the school's eSafeguarding policy at all times. I will model safe and responsible behaviour with pupils when using ICT to support teaching and learning.
- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of the eSafeguarding Policy and

know what to do in the event of the misuse of technology by any member of the school community.

- I understand the importance of respecting and acknowledging copyright of materials found on the Internet and will model best practice in the creation of my own resources at all times.

Email

- I will use my school email address for all correspondence with staff, parents or other agencies and I understand that any use of the school email system will be monitored.
- Communication between staff, pupils or members of the wider school community will be professional and related to school matters only.
- I will ensure that any posts made on websites or via electronic communication by either myself, or the pupils in my care, will not damage the reputation of Beverley St Nicholas CP School.
- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.
- As and when I feel it necessary, emails sent to external organisations will be carbon copied (cc) to the Head Teacher, line manager or another suitable member of staff.
- I will ensure that I manage my email account by deleting unwanted emails and filing those I need to keep in subject folders.
- I will access my school email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention.

Mobile phones and devices

- I will ensure that my mobile phone is switched off or switched to 'silent' mode during school hours.
- Bluetooth communication will be switched off and my mobile phone will not be used during teaching periods unless the Head Teacher has granted permission.
- I will not contact any parents or pupils on my personally owned mobile phone or devices unless the Head Teacher has granted permission.
- I will not use any personally owned mobile device (iPad, camera) to take images, video or sound recordings in school or during 'out of school' activity periods; unless the Head Teacher has granted permission in writing.

Agreement

I have read and understand all of the above listed points relating to my use of technology within school. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Staff name

Signed

Date