STAFF (AND GOVERNOR, VOLUNTEER, STUDENT) ACCEPTABLE USE POLICY AGREEMENT

**Formally adopted by the
Governing Body of Sheringham Community Primary & Nursery School**

On	15th December 2022
Chair of Governors	*J Steward*
Head Teacher	*R Carter*
Last updated	15th December 2022
Review	15th December 2023

Be all that you can be…

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1. Introduction

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 are powerful tools, which 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 access to the internet and digital technologies 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 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.

2. 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.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems including my nsix email account. I understand that I should not link my nsix email account to any social media sites or use it for anything other than school business.

- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, iPads, email, Google Drive etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.

- I understand that the school digital technology 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 where it is possible that someone may steal it.

- I will create a suitable password that contains a combination of alphanumeric, both upper and lower case and at least one special character.

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person (Computing Co-ordinator and Safeguarding Lead).

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 record these images, unless I have permission to do so. Where these images are published (eg on the school website /social media pages) it will not be possible to identify by name, or other personal information, those who are featured.

- I will not use social networking sites in school in accordance with the school's policies.

- I will only communicate with students / pupils and parents / carers using official school systems and not use a personal email address to do so. 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.

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.*

I will not use my personal mobile devices in school (laptops / tablets / mobile phones / USB devices etc) in school without permission of the computing co-ordinator. I will not use a USB device.

- I will not use personal email addresses on the school ICT systems. I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

- 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 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.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- 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, unless this is allowed in school policies.

- 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 myself or others, as outlined in the School Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and restricted data must be held in lockable storage.

- I understand that data protection policy requires that any staff or student / 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 and videos).

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. 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 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.

- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

- I understand that choices in my personal life can influence my professional role. Inappropriate use of technology/access to websites in my private life may affect my professional role even if school equipment is not used.

Remote Learning (if deemed necessary for any reason)

- During remote learning I will not behave any differently towards students compared to when I am in school. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.

- I will not attempt to use a personal system or personal login for remote teaching or set up any system on behalf of the school without SLT approval.

- I will not take secret recordings or screenshots of myself or pupils during live lessons.

- I will conduct any video lessons in a professional environment as if I am in school. This means I will be correctly dressed and not in a bedroom / impossible to tell that it is a bedroom if this is unavoidable (e.g. even if the camera slips). The camera view will not include any personal information or inappropriate objects and where possible to blur or change the background, I will do so.

- I will complete the issue log for live lessons if anything inappropriate happens or anything which could be construed in this way. This is for my protection as well as that of students

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.

Staff / Volunteer Name: _____

Signed: _____

Date: _____