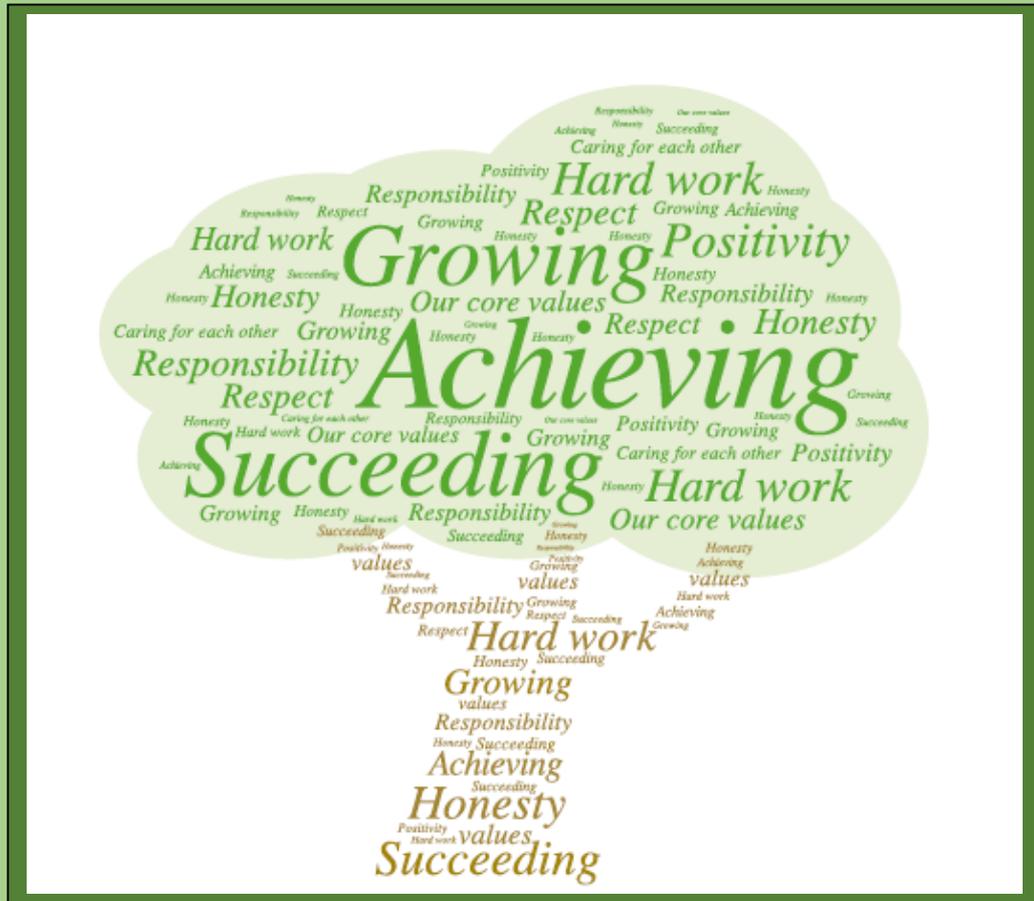# Park End Primary School

Approved By: *D. Jackson*

Date: 14.1.19

Safeguarding
Acceptable User Policy (staff)
March 2018

Review Date	Type of Review	Comments	Initials
March 2018	New	New Policy	LR
Jan 2019	Update	Updated in line with GDPR regulation	

Staff (and Volunteer) Acceptable Use Policy Agreement
This policy will be implemented in conjunction with GDPR and Privacy Notice.

1. **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 staff are protected from potential risk in their use of ICT in their everyday work.

2. **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.

3. **For my professional and personal safety:**

   I understand that Park End Primary School will 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 (e.g. laptops, email, website etc.) out of school, and to the transfer of personal data (digital or paper based) out of school as covered in the ICT code of Conduct document. (attached)

   I understand that the school ICT systems are primarily for educational use and that I will not use the systems for personal or recreational use.

   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 keep my passwords, laptops, ipad etc. encrypted.

   I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

4. **I will be professional in my communications and actions when using Park End Primary School's 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 and GDPR policy. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website or Twitter) it will not be possible to identify by name, or other personal information, those who are featured.

I will only use chat and social networking sites in school in accordance with the school's ICT Code of Conduct policy and the GDPR policy.

I will only communicate with students / pupils and parents / carers using official school systems. 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.

5. **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 own mobile devices (iPads/ 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 Park End Primary School equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. I will ensure that all data is stored on an encrypted memory stick provided by school, and not on personal devices.

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 LA Personal 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 refer to the GDPR policy for procedures and practice.

I will immediately report any damage or faults involving equipment or software, however this may have happened.

6. **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).

7. **I understand that I am responsible for my actions in and out of Park End Primary 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 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 or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the Acceptable User Policy (staff) 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