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ST JOHN'S & KING RICHARD
SCHOOLS FEDERATION

Executive Principal:
Dan Browning BA (Hons), PGCE, NPQH, PCPS

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St John's and King Richard School Federation

Staff (and Volunteer) Acceptable Use Policy

2015 - 16

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Policy Introduction

This document has been developed to ensure all staff within the St John's and King Richard Schools Federation are aware of their professional responsibilities when using ICT equipment and systems. All staff will follow the guidelines at all times. You are responsible for your behaviour and actions when carrying out any activity which involves using ICT equipment and information systems, either within school or at other locations, such as home. ICT equipment and associated technologies include all facilities and resources used to access the school ICT network and internet as well as standalone devices with digital storage.

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

- I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this 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 eSafeguarding coordinator, (AA).

- All passwords I create will be in accordance with established good practice. 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 eSafeguarding coordinator/ Head teacher/ ICT Coordinator/ Learning Technologies Leader prior to the use of any new technologies (hardware, software, cloud-based services) within school.

- I will not use my device for activities that could be considered inappropriate to my role as a member of staff. If in doubt I will seek clarification from the eSafeguarding coordinator / SLT / IT Coordinator/ Learning Technologies Leader.

- 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.

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- I will not attempt to bypass any filtering and/or security systems put in place within 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 IT Manager / eSafeguarding coordinator/ ICT Coordinator/ Learning Technologies Leader, (as appropriate)

- I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and sensitive confidential information.

- I will take reasonable precautions to ensure that any 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 take reasonable steps to secure any equipment for example, against accidental damage and/or theft.

- I will ensure that any personal or sensitive information taken off site will be situated on a school-owned device with appropriate technical controls for example, encryption/ password protection and passcodes. (Increasingly data is stored and access remotely, so the need to put data on individual devices will continue to decrease).

- I will not download or install any software from the internet or from any other media which may compromise the school network or information situated on it without prior authorisation from the network manager or leader of Innovation.

- I will return any school-owned ICT equipment or software to the relevant individual within school 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 and breaches will be reported to the appropriate authorities.

- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.

- I understand that if I do not follow all 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 schools established disciplinary procedures.

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Social Media

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

- I must not use social media tools to communicate with current or former pupils under the age of 20.

- I will not use any social media tools to communicate with parents, regarding school business, unless approved in writing by a member of the SLT.

- I will set and maintain my profile on social networking sites to maximum privacy and give access to known friends only.

- Staff must 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 escalate to a member of the SLT.

Managing Digital Content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.

- I must only use school-owned equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the staff and pupils involved.

- When searching for images, video or sound clips, I will ensure that I or 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 school network (storage area/server) and deleted from the memory card.

- I will model safe and responsible behaviour in the creation and publishing of online content. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis and online publishing sites.

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Learning and Teaching

- I will support and promote the school e-Safety policy at all times. I will model safe and responsible behaviour in pupils when using ICT to support learning and teaching.

- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of 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 and checked. I will under no circumstances use my private email account for any school-related business.

- Communication between staff and pupils or members of the wider school community should 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 the schools.

- I will not synchronise any school email account with a personally-owned handheld device without prior permission and only in exceptional circumstances.

- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.

- Emails sent to external organisations will be written carefully and in a professional manner. As and when I feel it necessary, I will carbon copy (cc) a member of the SLT, line manager or another suitable member of staff into the email.

- I will ensure that I manage my email account appropriately, for example during working hours, I will periodically check my emails for important communications.

- 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.

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Personal Phones and Devices

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode during meetings and or when teaching.

- Bluetooth communication will be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the SLT in emergency circumstances.

- I will not use any personally-owned mobile device to take images, video or sound recordings unless specific permission has been granted by a member of the SLT.

Agreement

I have read and understand all of this Acceptable Use Police relating to my use of technology. 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	

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