



CASTLE ACADEMY

ACCEPTABLE USE POLICY

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Next Scheduled Review	July 2022

Staff (and Volunteer) Acceptable Use Policy Agreement

This policy runs in conjunction with the 'Castle Academy Portable Computer Issue Agreement' which all staff must read and sign prior to using a school device off site.

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools/academies 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:

- staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- school/academy 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 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 *students/pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

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 students/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:

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- I understand that the Castle Academy will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, teams, app, and any other online software) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that for my own personal protection I must not download any GDPR sensitive data to any personal device from any school system that uses cloud based technology to save data.
- I understand that the school digital technology systems are primarily intended 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 immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to a named DSL.

I will be professional in my communications and actions when using *school/academy* systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission. If unsure, or this happens by mistake, I will inform the schools computing lead immediately so that a back-up can be retrieved.
- 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.
- I will not use social networking sites in school on a school device.
- 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.

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/academy*:

- When I use my mobile devices in school, I will follow the rules set out in this agreement, in the same way as if I was using *school/academy* equipment. I will also follow any additional rules set by the *school/academy* about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. *Staff devices should only ever be used in areas where there are no children.*

- 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 not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist 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 disable or cause any damage to school/academy equipment, or the equipment belonging to others.
- Digital personal data should never be transferred outside the secure local network, this includes but not limited to the use of USB sticks.
- 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/academy 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/academy*:

- I understand that this acceptable use policy applies not only to my work and use of school/academy digital technology equipment in school, but also applies to my use of school/academy 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/academy
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action.

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:

September 2021