St Mary's Academy Trust

Staff and Volunteer Technology Acceptable Use Policy

Date agreed by the HR Committee: 9th September 2022

Date to be reviewed: 9th September 2023

1. Introduction

1.1 New technologies have become integral to the lives of children and young people, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which opens 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 always have an entitlement to safe access to the internet and digital technologies.

1.2 This Acceptable Use Policy is intended to ensure:

- That staff, volunteers, and students on placement or undergoing their initial teacher training, will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use.

- That Trust 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 technology in their everyday work.

- That children are kept safe in accordance with KCSIE.

1.3 This policy should be referred to in conjunction with the 'Safeguarding policy' 'Use of social media', 'Code of conduct', and KCSIE.

1.4 The school will try to ensure that staff, volunteers, and students will have good access to digital technology to enhance their work, to enhance learning opportunities for learning and will, in return, expect staff, volunteers, and students to agree to be responsible users.

2. Acceptable Use 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 educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

2.1 **For my professional and personal safety:**

- *I understand that the School and IT 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, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school (for safe/expected use of social media see the Trust's 'social media policy).*

- *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 access/steal it.*

- *I will use a 'strong' password to access the school/Trust systems. A strong password has numbers, letters, and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system. Passwords should be changed every 10 weeks.*

- *I will immediately report any illegal, inappropriate, or harmful material or incident, I become aware of, to I.T.*

- *I will protect the devices in my care from unapproved access or theft. This is achieved by carrying devices in appropriate cases and ensuring they are not left visible or unsupervised in public places, including in an unattended vehicle.*

- *I will partake in phishing training provided by I.T.*

2.2 **I will be professional in my communications and actions when using school/Trust ICT systems and remote learning:**

- *I will not access, copy, remove or otherwise alter any other user's files, without the Headteachers 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 in accordance with the school's policy on the use of digital / video images using a consent form. Where these images are published (e.g., on the school website /VLE/social media) it will not be possible to triangulate by name, location, or other personal information, those who are featured.*

- *I will only use social networking sites in accordance with the Trust/school's policies, at all times (see 'Social media policy').*

- *I will only use social networking sites for work purposes in school, in accordance with the Trust/school's policies (see 'Social media policy').*

- *I will not engage in any discussion on social media with parents/carers about any school issue or matter relating to their child, I will only communicate electronically with parents/ carers using official school systems and devices. 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 or conflict with the Trust's interests.*

- *I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, systems use and to the content they access or create by:*

    A. *Exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used on site.*
    B. *Creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or being judged for talking about something which happened to them online.*
    C. *Planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.*

- *Make informed decisions to ensure any online safety resources used with learners is appropriate. If unsure I will check with a manager.*

- *I will only use school-registered accounts, never personal ones.*

- *I will not use a system that my Senior Leadership Team has not approved.*

- *I will audit the settings first, considering: - Who can chat? Who can start a stream? Who can join? If I have any issues I will contact IT immediately.*

- *I will consider the vulnerable students with SEND and CP needs.*

- *I will not turn on streaming for pupils by accident – joining a stream and starting a stream.*

- *I will not start a stream without another member of staff in the 'room' and without other colleagues aware.*

- *I will keep a log of everything – what, when, with whom, and anything that went wrong.*

- *I will check the chat settings for pupils, considering whether they should chat whilst I'm not there.*

- *I will ensure that neither myself or any pupil on a live stream takes a photograph of the screen where other children have their cameras on and are seen on the screen.*

- *I will avoid one to ones unless pre-approved by Senior Leader Team.*

- *I will remind staff about the safeguarding policy and reporting process.*

- *I will consider how children can ask questions and retrieve help.*

- *I will ensure I understand how to use the system prior to teaching.*

- *If I require clarification of the meaning of any of the above, I will speak with my Headteacher in the first instance who, if necessary, will obtain guidance on my behalf from IT.*

2.3 **The school and the Trust have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school/Trust:**

- *When I use my mobile devices (laptops / tablets / 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 school / TRUST equipment. I will also follow any additional rules set by the school / Trust about such use. Where prior written permission has been given by the Chief Executive for personal equipment to be used in school this must be PAT tested if mains powered (this includes device chargers). For the purposes of disciplinary, we reserve the right to we reserve the right to monitor personal accounts through access and viewing them in instances of alleged misconduct; notice will be given of our intention to access this data.*

- *I will not use personal email addresses on the school/Trust ICT systems. This is because all staff have work email address on induction to the trust and this is based upon a secure network infrastructure.*

- *I will not open any hyperlinks in emails or any attachments to emails intentionally, 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 / Trust 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.*

- *Any data being removed from the school/Trust site, such as via email or on memory sticks, will be suitably protected. This includes data being encrypted by the school/Trust.*

- *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 safe use settings, without taking advice/authority from the school head teacher, IT technician or CEO.*

- *I will not attempt to bypass any filtering and/or security systems put in place by the school/Trust.*

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

- *If I have lost any school/Trust related documents or files, I will report this to IT (Mike Child – m.child@smat.org.uk) as soon as possible and the Trust Data Protection Officer (Jo Hudson – j.hudson@smat.org.uk) immediately.*

- *I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School/Data Policy (or other relevant 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 the data protection policy requires that any staff or 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 / Trust policy to disclose such information to an appropriate authority.*

- *I will immediately report via the school head teacher any damage or faults involving equipment or software; however, this may have happened.*

2.4 **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).*

2.5 **Policy Breaches or Concerns**

- *I will report and record any concerns about the welfare, safety or behaviour of learners or parents/carers to the appropriate manager in line with the child protection policy.*

2.6 **I understand that I am responsible for my actions in and out of the school/Trust:**

- *I understand that this Acceptable Use Policy applies not only to my work and use of school/Trust digital technology equipment in school, but also applies to my use of school/Trust 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/Trust.*

- *I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action, including dismissal. In the event of safeguarding issues, this could also include a referral to the Local Authority, DBS, and in the event of illegal activities this could include the involvement of the police.*

2.7 **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.**

3. Data Impact Assessment

3.1 At all stages of this procedure data obtained will be used only for the purpose for which it is intended and will be stored securely with restricted access to those involved in the process. Following the process data will be stored on the electronic personal file for the duration of the employees' employment with the Trust and for 6 years thereafter. The data will be destroyed at this time using a confidential shredding service.

4. Equality and Diversity

4.1 This policy has been impacted assessed by the HR Committee, if on reading this policy you feel there are any equality and diversity issues, please contact HR who will, if necessary, ensure the policy is reviewed.

Staff / Volunteer Name:
Signed:
Date:

(A signed copy will be retained on your secure electronic personal file in accordance with the Trust's Retention Schedule)