



# Acceptable Use Policy

<b>Version</b>	4.0
<b>Date</b>	February 2023
<b>Review date</b>	February 2024
<b>Approved by Governors</b>	14 March 2023

## Policy Introduction

*This document has been developed to ensure staff within Fairfield school 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 the username allocated to me 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 Headteacher /DSL/DDSL or SLT.
- 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 ICT Manager/DL/DDL/Headteacher prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to the DL/DDL/ Headteacher/ICT Manger/SLT.
- I will take a professional and pro-active 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.
- I will not attempt to bypass any filtering and/or security systems put in place by 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 ICT Manager /DL/DDL/Headteacher/SLT (as appropriate)
- I will ensure that all devices taken off site, (laptops, tablets, cameras, removable media or phones) will be secured in accordance with the school's Data Protection Registration and any information-handling procedures both on and off site.
- I will ensure that the schools data is not stored on devices that are taken off site (laptops, tablets), access through the school server only
- I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and sensitive confidential information.

**Commented [JH1]:** We're saying here that no data should be stored on school devices off site and below we're saying any data taken off site must be encrypted.

- 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 secure any equipment taken off site for school trips.
- I will only use school-owned or provided portable storage (USB sticks, portable hard drives etc.).
- 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 ICT manager
- I will return any school-owned ICT equipment or software to the relevant individual within school (ICT manager) on or before my last working day if my employment is ending. Or at any point if instructed to do so by the Headteacher.
- 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.

#### **Managing digital content**

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.
- I will only use school 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 are to be published online without the permission of the staff and parents/pupils involved.
- Under no circumstances will I use any personally-owned equipment for video, sound or images without prior consent from the designated member of staff. (DSL/DDSL or Head Teacher).
- 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 immediately deleted from the memory card.

- I will model safe and responsible behaviour in the creation and publishing of online content within the school learning platform and any other websites. 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.

#### **Teaching and Learning**

- I will support and promote the school Online 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 Online 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**

- Fairfield school provides each member of staff with an email address
- This email account should be used for work purposes only
- All work-related business should be conducted using the email address the school has provided
- I must not share my personal email addresses with parents and pupils, and must not send any work-related materials using my personal email account
- I must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract
- Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable
- I must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient
- If I receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.
- 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 my school.

- 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 authorised before sending to protect myself. As and when I feel it necessary, I will carbon copy (cc) the Headteacher, line manager or another suitable member of staff into the email.
- I will ensure that I manage my email account, delete unwanted emails and file those I need to keep in subject folders.
- I will access my school email account at least twice in a week to ensure that I respond in a timely manner to communications that require my attention.

Commented [JH2]: Is this often enough?

#### **Mobile 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 school hours.
- 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 Senior Leadership Team in emergency circumstances.
- I will not contact any parents or pupils on my personally-owned device.
- I will not use any personally-owned mobile device to take images, video or sound recordings.

Guidance for staff on the consequences of failing to comply with this policy can be found in the '**Misuse of Electronic Communication by Staff Policy**'

#### **Agreement**

I have read and understand all of the Fairfield School Staff and Volunteer Acceptable Use Policy relating to my use of technology within school. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.