ACCEPTABLE USE OF IT (STAFF)

(Non-Statutory)

Approved: Summer 2021
Date of Next Review: Summer 2023

Equality Impact Assessment - Policy Review

In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

New technologies have become integral to the lives of children and young people in today's society, both within 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 internet access at all times.

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 Trust/Academy's 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.

The Trust/Academy will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students 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 the Trust/Academy 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. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:
- I understand that the Trust/Academy 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 Trust/Academy ICT systems (eg laptops, email, VLE etc) out of the Trust/Academy;
- I understand that the Trust/Academy ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the Trust/Academy;
- 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 will ensure if my computer/device is left unattended it will be locked/password protected;
- I will adopt a "strong" password and update regularly;
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person(s).

I will be professional in my communications and actions when using Trust/Academy ICT systems:
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission;
- 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 Trust/Academy's policy on the use of digital/video images;
- I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the Trust/Academy website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.

The Trust/Academy has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Trust/Academy:

- When I use my personal hand held/external devices (PDAs/laptops/mobile phones/USB devices etc) in the Trust/Academy, I will follow the rules set out in this agreement, in the same way as if I was using Trust/Academy equipment. I will also follow any additional rules set by the Trust/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;
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes;
- I will ensure that my data is regularly backed up and encrypted where necessary;
- 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 disable or cause any damage to Trust/Academy 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 data protection policy. Where personal data is transferred outside the secure Trust/Academy network, I will ensure it is encrypted;
- I understand that the data protection policy requires that any staff or student 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 Trust/Academy policy to disclose such information to an appropriate authority.
- I will adhere to General Data Protection Regulations.

When using the internet in my professional capacity or for Trust/Academy 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 Trust/Academy:
- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in the Trust/Academy, but also applies to my use of Trust/Academy ICT systems and equipment out of school and my use of personal equipment in the Trust/Academy or in situations related to my employment by the Trust/Academy;
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could a warning, a suspension, referral to Trustees and/or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the Trust/Academy ICT systems (both in and out of the Trust/Academy) and my own devices (in the Trust/Academy and when carrying out communications related to the Trust/Academy) within these guidelines.

Name: _____   Signature: _____

Date: _____