

# Albany Learning Trust

## Staff Acceptable Use Policy Agreement

### To be used by all academies in the Trust

<b>Version</b>	<b>1</b>
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<b>Last Updated</b>	<b>October 2020</b>
<b>Review Date</b>	<b>October 2023</b>
<b>Approved</b>	
<b>ICO registration number</b>	

#### **Academy Policy**

New technologies have become integral to the lives of children and young people in today's society, both within schools 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 across all Schools/Academies in Albany Learning Trust.

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 Academy 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 Academy will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff to agree to be responsible users.

## Acceptable Use Policy Agreement

I understand that I must use school 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 I will ensure that pupils 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 children and young people.

### For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that my network access / E-Mail / Moodle / Internet access could be withdrawn at any time without notice.
- I understand that my network area / E-Mail / Moodle can be inspected at any time.
- I understand that the rules set out in this agreement also apply to use of Academy ICT systems, including (but not limited to) Laptops, E-Mail, Moodle, Mahara, Schools Portal, and any other website related to school use, in and out of school.
- I understand that the 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 school.
- 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 immediately report anything illegal, inappropriate, harmful, or indecent material that I become aware of to Head Teacher/Head of School, ICT Services or directly to the DSL.

### I will be professional in my communications and actions when using school ICT systems:

- I will not attempt to access, copy, remove, delete or otherwise alter any other user's files, without their 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 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, unless I have previously gained written permission from the Head Teacher/Head of School to do so. Where these images are published (eg on, but not limited to, the school website, VLE, Twitter or Instagram) that it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites inside and outside of work in accordance with the Trust's **Social Networking Guidance Document** (see ICT and Acceptable Use Policy).
- I will only communicate with pupils / parents / carers or anything school related using my school email address and that 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.

## **Responsible use of ICT equipment:**

### School Laptops/ICT equipment:

- If I choose to use my works laptop/ICT equipment at home, that I do so under my own responsibility. Any costs incurred, as a result, are my responsibility and not that of the Academy.
- I will not allow others (including family members) to use my school laptop/ICT equipment.
- 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 settings, unless written permission has been granted by Head Teacher/Head of School or ICT services.

### BYOD:

- When I choose to use my own personal hand held / external devices (including, but not limited to PDAs / laptops / mobile phones / USB devices etc) in work, I will follow the rules set out in this agreement, in the same way as if I was using Academy equipment. I will also follow any additional rules set by the 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 plug any devices in to the school network, unless prior written permission has been gained from Head Teacher/Head of School or ICT services.
- I will check with the individual Academy policy as regards the use of USB devices and pen drives.

### Home computer:

- If I choose to use my personal computer for work I will ensure it has separate secure login / account / access.

### Mobile Phones:

- If I choose to use my personal Mobile Phone for work's use, including receiving / sending emails, that I do so under my own responsibility. Any costs incurred as a result is my responsibility and not that of the Academy.
- I will make sure my mobile phone / device has passcode protection and it has activated a wipe / erase device function in case of multiple password failure, if I use school E-Mail on my mobile phone.
- I understand that when Mobile Devices (not limited to Mobile Phones, PDA's and Laptops) contain personal data; that a secure password has been set to restrict unauthorised access.
- I will not use a personal digital camera or camera phone for taking and transferring images of pupils or staff without permission and will not store image at home without permission.

### Emails:

- 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 not use personal email addresses to open anything deemed harmful to the Academy network, inappropriate or may cause harm or distress to others. Checking emails are classed as downloading.

### Backup:

- I will ensure that my work data is regularly backed up to Academy network and not rely solely on USB Pen Drives / Laptops, although my personal data (usually stored on external hard drive) is backed up to another external hard drive / backup.

#### School ICT infrastructure

- I will immediately report any damage or faults involving equipment or software, however this may have happened, to Head Teacher/Head of School or ICT services.
- 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 try (unless I have prior permission from Head Teacher/Head of School or ICT services) 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 could find my Internet Capacity be capped if necessary.
- I will not disable or cause any damage to Academy equipment, or the equipment belonging to others.

#### **When using the internet in my professional capacity or for 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).

#### **General Data Protection Regulation**

The Academy holds a variety of sensitive data including personal information about students and staff. If you have been given access to this information, you are reminded of your responsibilities under data protection law:

- I should only take a copy of data outside the School's/Academy's systems if necessary and I should exhaust all other options before doing so. This includes putting sensitive data onto laptops, external hard drives, memory sticks, CDs / DVDs or into emails.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy (or other relevant policy).
- I understand that the Albany Learning Trust 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 Academy policy to disclose such information to an appropriate authority.
- I will ensure any personal or confidential data that I wish to transport from one location to another **is protected by encryption** and that I follow school data security protocols when using any such data at any location. This relates to storage of personal data and emails outside of work.
- I will ensure that any information seen by me with regard to staff or pupil information, held within the School's/Academy's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will keep my work laptop / IT equipment pass-locked when not in use, inactive or unattended.
- I will ensure while I use Remote Services to access work's systems (especially Sims, email, desktops) that computer / device I am accessing from will not be left unattended.

- I will not use BCC feature on email systems unless sending to a parental/student distribution list where others' contact details should remain confidential.
- I will not access CPOMS off the Academy premises unless I have direct authority from the Head Teacher/Head of School.
- I will ensure that any use of portable devices such as pen drives and USB sticks will be in line with each Academy's policy.

The ICT Department offers a variety of information and support to help you keep data secure. If you are uncertain about any aspect of data security, you should contact them for advice.

**I understand that I am responsible for my actions in and out of Academy:**

- I understand that this Acceptable Use Policy applies not only to my work and use of Academy ICT equipment in work, but also applies to my use of such ICT systems and equipment out of work and my use of personal equipment in Academy or in situations related to my employment by Albany Learning Trust.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, dismissal, referral to Governors and in the event of illegal activities the involvement of the police.

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

Staff Member

Signed

Date