



Acceptable Use Policy

Written by: **Personnel Committee**

Reviewed by the Governing Body: **Spring 2016**

To be reviewed: **Annually**

Next review: **Spring 2017**

Staff acceptable use policy

Guidance notes for schools

Acceptable use policy: staff

At present schools do not generally require members of staff to sign an acceptable use policy, and thereby to agree to a set of rules. In these days of heightened security and data protection, it is advisable that schools discuss their expectations with staff, in order to arrive at an agreed policy position. Once agreed, staff should be expected to sign a copy, for their own protection and that of the school. Schools may wish to include an appendix outlining their network security and confidentiality protocols.

If the school intends to use this model document, it should:

- replace Borough logo with school logo;
- discuss acceptable use policy with staff – why it is needed, why staff are required to sign and any changes that need to be made to practice in school;
- alter wording of the form if needed to suit the establishment;
- require all members of staff to sign the Acceptable Use Policy as adopted;
- provide each member of staff with a copy of their form to retain, and file the original in the school;
- require new members of staff to sign the Acceptable Use Policy on appointment.

Acceptable use policy: Staff

Statement of Principles

The school makes a range of digital technologies available to staff for use in connection with their employment by the school, and for use in connection with professional activities that arise from their employment by the school.

Staff should not use the digital technologies provided by the school for activities that are illegal, or, for other reasons, incompatible with their professional role.

Detailed provisions

This acceptable use policy covers staff use of digital technologies in school: i.e. email, Internet, intranet and network resources, Learning Gateway, software, equipment and systems.

As a member of staff at St Margaret's CE Primary School, I agree that:

- I will only use the school's digital technology resources and systems for school and Professional purposes;
- I will use the school email and telephone systems for school business only; I will not use a private email or telephone to conduct school business, unless instructed by the Headteacher;
- I will not use the school's digital technologies for personal uses such as buying and selling;
- I will not browse, download or send material that could be considered pornographic, obscene or offensive;
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact;
- I will keep private my login/password(s) for school digital technologies, and will not allow any other person to use my login/password(s) to access the school's digital technologies;
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems;
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed;
- I understand that all Internet usage / network usage and telephone usage can be logged and this information could be made available to my manager on request;
- I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols;
- I will not connect a computer (or similar device) to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus system;
- I will not connect a USB flash drive (or similar device) to the school network if it has been used on a home computer without up-to-date anti-virus software;
- I will not use personal digital cameras or camera phones for transferring images of pupils or staff. Images will only be taken and used in accordance with the school's policy;
- I will use the school's Learning Gateway site in accordance with school and Borough advice;

- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not in conflict with my professional role;
- I will not engage in any online activity that may compromise my professional responsibilities;
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any 'significant personal use' that would deem the device a benefit as defined by HM Revenue & Customs (see <http://www.hmrc.gov.uk/payee/exb/a-z/c/computers.htm#2>);
- I will ensure any 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;
- I understand that data protection law requires that any personal information (e.g. staff or pupil records) will be kept private and confidential, and will only be used for the purpose for which it was collected / created. I will only share information with external organisations when authorised by the Headteacher or designated member of staff. I will take every reasonable step to avoid accidental disclosure of confidential information (for example, by keeping my login/password(s) private);
- I will ensure I am aware of safeguarding approaches relevant to the use of digital media and will ensure they are embedded in my classroom practice;
- I will only use LA systems in accordance with any council policies;
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

Data protection notice

- All emails sent using the Learning Gateway are logged and stored according to the following policies:
 - traffic data (from address, to address, subject line and routing information) is recorded for all emails and will be held for a period of 8 weeks;
 - full message content will be recorded in the event of a message being held on the system.
- Traffic data is held for the purposes of investigating technical faults with the email system and reported breaches of the Acceptable Use Policy.
- Full message content is held in order to investigate why an email has not been delivered automatically. This may be because the message:
 - is suspected of being SPAM;
 - is suspected of failing to comply with the acceptable use policy;
 - was subject to a technical failure.

These emails may be examined by system administrators as they work to resolve the problem. Once an email has been released the full message content will be deleted.

- Any message suspected of failing to comply with the acceptable use policy will be reported to the Headteacher, governing body or line manager.
- Access to other staff users' mailboxes will only be granted in the following circumstances:
 - by the users themselves using Outlook;
 - on receipt of a request form signed by the Headteacher/chair of governors.

Access to other users' mailboxes risks breaching the data protection act and the users' right to privacy; therefore a detailed log of how and when such access is granted is kept.

User signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy (normally an annual revisit).

I agree to abide by the school's most recent Acceptable Use Policy.

I wish to have an email account; a Learning Gateway login; be connected to the Intranet & Internet; and be able to use the school's ICT resources and systems.

Signature: _____ Date: _____

Full Name: _____
(Print)

Job title. _____

School: _____