

ACCEPTABLE USE OF ICT POLICY
(STAFF, **GOVERNORS**, AND VOLUNTEERS)
FOR
THE DUKE OF NORFOLK CE PRIMARY
SCHOOL



Ratified by Governors: September 2022

Next review: September 2024

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 technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion and promote creativity, promoting effective learning. They also bring opportunities for staff to be more creative and productive in their work.

This Acceptable Use Policy is intended to ensure:

- ✓ that staff, **governors** and volunteers will be safe and responsible users of the internet and other digital technologies.
- ✓ that school ICT systems and users are protected from accidental or deliberate misuse.
- ✓ The school will try to ensure that staff, **governors**, and volunteers will have good access to ICT to enhance their work and improve opportunities for learners and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way to minimise the risk to my safety or to the safety and security of the ICT systems and other users. 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 school will monitor my use of its ICT systems including email and other digital communications technologies.
- ✓ I understand that this agreement also applies to use of school ICT systems out of school (e.g. laptops, email, tracking systems etc.). This includes my personal or work mobile phone or tablet if it contains my work email.
- ✓ I understand that the school 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 staff code of conduct.
- ✓ I will keep my usernames and passwords private and will not try to use anyone else's username and password.
- ✓ I will not share or continue to use any logins for any school service or platform when I leave my employment with the authority.
- ✓ I will delete all school data from my personal devices when I leave my employment with the school.
- ✓ I will immediately report any illegal, inappropriate, or harmful material or incident, to the Head teacher/Deputy Head teacher/DPO (data protection officer).
- ✓ **I will not use my personal devices (e.g., mobile phones) unless in a designated staff rest area, or unless, in extenuating circumstances, given permission by SLT.**
- ✓ **I understand it is my responsibility to keep my personal devices locked away and data secure by using passcodes/face ID etc.**
- ✓ **I will use apps and communication (such as WhatsApp groups), including school social groups considerably, taking into account staff working hours and wellbeing.**

- ✓ I understand that anything written in texting/communication apps (e.g., WhatsApp groups) including school social groups, should follow Acceptable Use and GDPR rules, and understand that this text could be lawfully requested to be submitted as part of a Subject Access Request.

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

- ✓ I will not access, copy, delete or otherwise alter any other user's files, without their permission.
- ✓ I will communicate with others in a professional manner.
- ✓ I will ensure that when I take or publish images of pupils or parents/colleagues, I will do so with their permission and in accordance with the school's policy.
- ✓ I will not use my personal equipment to record these images, unless I have permission to do so.
- ✓ Where these images are published (e.g. on the school website) it will not be possible to identify pupils by name, or other personal information.
- ✓ I will not use chat and social networking sites in school.
- ✓ I will only communicate with pupils and parents / carers using official school systems and in a professional manner.
- ✓ I will not share any personal information with a pupil (including personal phone numbers or email address). Nor will I request or respond to any personal information from a young person unless it is appropriate as part of my professional role.
- ✓ I will not engage in any on-line activity that may compromise my professional responsibilities.
- ✓ I will lock my screen or log off my computer should I leave it unattended.
- ✓ I will not allow a third party to access my work emails on my mobile phone or tablet
- ✓ I will not use any of my own devices (including USB memory sticks) in school, with the exception of a smart phone, which can be used to access emails. When I do so, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- ✓ I will not save any personal data to my school computer, or vice versa.
- ✓ I will only use the recommended apps on my personal device for accessing data\emails via Office 365.
- ✓ I will encrypt (Password Protect) my personal device/smartphone if I use it to access school email.
- ✓ I will inform the school's Head teacher/Deputy head teacher/DPO if my personal device e.g. phone or tablet is lost or stolen should it contain any school personal data.
- ✓ I will immediately report any Internet content that is not filtered that I suspect could be inappropriate.
- ✓ I will delete personal data according to the school's retention policy.
- ✓ I will only use my school email addresses for school business, and not use any other personal or professional email addresses.
- ✓ I will not use school email addresses for personal purposes.
- ✓ 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.
- ✓ I will not upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (e.g. child sexual abuse images, criminally racist material, adult pornography etc.).

- ✓ I will not use any programmes or software that might allow me to bypass the filtering / security systems intended to prevent access to such materials.
- ✓ I will not install or attempt to install programmes of any type on school systems, nor will alter computer settings, unless this has been authorised.
- ✓ I will not disable or cause any damage to school 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 School GDPR Policy.
- ✓ Where personal data is electronically transferred outside the secure school network, it must be encrypted.
- ✓ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ✓ I will not download any apps or software, or sign up to any services.
- ✓ 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 school.

I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school, and my use of personal equipment in school or in situations related to my employment by the school.

I understand that if I fail to comply with this Acceptable Use of ICT Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities, the involvement of the police.

I have read and understand the above and agree to use the school ICT 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.

School: Duke of Norfolk CE Primary School

Signed: Print name:

Date: