

Duke of Norfolk CE Primary School



Learner Acceptable Use Agreement – Staff (and Volunteers)

School 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 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 access to the internet and digital technologies 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 school 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 technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for 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 school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that learners receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that **the school will monitor my use** of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to **use of these technologies** (e.g., laptops, email, Google Classrooms, etc.) out of school, and to the **transfer of personal data** (digital or paper based) out of school.
- I understand that the school digital technology 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 usernames or passwords** to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will **immediately report any illegal**, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

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

- I will not **access, copy, remove 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 permission to do so. Where these images are published (e.g., on the school website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only use **social networking sites in school** in accordance with the **school's policies**.
- I will **only communicate with learners and parents/carers using official school systems**. Any such communication will be professional in tone and manner.
- I will not **engage in any online activity that may compromise my professional responsibilities, or adversely affect my own, or the school's reputation**.

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

- When I use **my mobile devices** in school, I will **follow the rules** set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses. **Personal devices may only connect to the school network via a guest login**.
- I will **not use personal email addresses** on the school's ICT systems.
- I will **not open any hyperlinks** in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will **ensure that my data is regularly backed up**, in accordance with relevant school policies.
- I will **not try to upload, download or access any materials which are illegal** (child sexual abuse images, criminally racist material, terrorist or extremist 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 permission) **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 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 this is allowed in school policies.
- 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 Data Protection Policy**. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing **personal data must be held in lockable storage**.
- I understand that data protection policy requires that any staff or learner 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 school policy to disclose such information to an appropriate authority.
- I will **immediately report any damage or faults** involving equipment or software; however, this may have happened.
- I will **not use removable storage devices**, such as memory sticks, on any school device.

When using the online systems in my professional capacity or for school 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 school:

- I understand that this acceptable use policy applies not only to my work and use of school's digital technology equipment in school, but **also applies to my use of school systems and equipment off the premises** and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this acceptable use agreement, I could be **subject to disciplinary action**. This could include a warning, a suspension, referral to Governors 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 school digital technology 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.

Staff/Volunteer Name:

Signed:

Date: