

*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow
weary, they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



Reculver Church of England Primary School



Acceptable Use Policy

Date adopted by Local Governing Body: September 2018

Date of next Review: September 2020

Staff and Visiting Staff ICT Acceptable Use Agreement

School Policy

Reculver CEP School School recognises the potential benefits and opportunities that new technologies offer to teaching and learning. We encourage the use of technology in order to enhance skills and promote achievement. However, the accessible and global nature of the internet and variety of technologies available mean that we are also aware of potential risks and challenges associated with such use. This acceptable use agreement is intended to implement safeguards within the school and to support staff and learners to identify and manage risks independently. This agreement focuses on the day-to-day usage of school ICT equipment and systems and is in addition to Reculver CEP School's 'e-safeguarding staff policy'.

This Acceptable Use Agreement is intended to ensure:

- that staff will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- that school 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 everyday work.
- that school technology remains uncompromised and fit for purpose.

The school will try to ensure that staff and visiting staff have good access to ICT to enhance their work and enhance learning opportunities for students and will in return, expect staff and visitors to agree to be responsible users.

Acceptable Use

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 will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate learners 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 the ICT systems, email and other digital communications, inclusive of voice.
- I understand that the school ICT systems are primarily intended for educational use and to allow the school to operate smoothly. Personal or recreational use of the school systems will be limited and in compliance with the 'e-safeguarding staff policy' and this agreement.
- I will log on to the ICT systems using only the provided usernames and passwords and I will not make any password known to any other person

- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person, other than a member of the ICT support staff.
- I will be professional in my communications and actions when using school ICT 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 capture and / or publish images of others I will only do so with their permission and in accordance with the school's safeguarding policies. I will not use my personal equipment to record these images, unless I have permission to do so.
- I will only use chat and social networking sites in accordance with the rules set out in this agreement and the 'e-safeguarding staff policy'.
- I will not email parents/carers or respond to emails from parents/carers unless I am a member of the main school office administrative staff. Should there be circumstances where a member of staff wishes to email a parent/carer directly they should discuss this matter with the head teacher.
- I will not engage in any online activity that may compromise my professional responsibilities. I will not use the school ICT systems for personal financial gain, gambling, political purposes or advertising.
- I will only use the school ICT systems for online shopping where it is directly related to my professional duties.

The school and employed ICT contractors have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- I will not use a personal email addresses on the school ICT systems.
- 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 any local data is regularly backed up.

- I will not use the school's ICT systems to access, create, store or transmit any materials which are illegal or potentially unlawful, offensive, obscene, racist, defamatory, abusive, intimidating, insulting, indecent, harassing or otherwise covered by the Racial and Religious Hatred Act 2006, Criminal Justice Act 2003, Sexual Offences Act 2003, Communications Act 2003, The Computer Misuse Act 1990, Malicious Communications Act 1988, Copyright, Design and Patents Act 1988, Public Order Act 1986, Obscene Publications Act 1959 and 1964, Protection from Harassment Act 1997 and Criminal Justice and Immigration Act 2008.
- I will not attempt to bypass internet filtering approaches, test the weaknesses of the ICT systems or undertake deliberate activities that waste staff time or affect the service for other users.
- I will not install alternative internet browsers on school ICT systems unless permitted by the ICT technician or head teacher.
- I will not use private browsing mode.
- 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 effectively.
- I will not attempt to do anything that threatens the integrity or security of the school ICT systems, including, but not limited to, altering security settings or introducing or creating any form of malicious software.

I understand that issued ICT equipment is intended for productivity and to enhance learning:

- I understand that any equipment issued to me remains the property of the school at all times, and must be returned at the end of a lease or contractual period, or when requested by the ICT technician or head teacher
- I understand that should I choose to store any personal data on school issued device I am responsible for the backup of this data.
- Should the device be used on an internet connection via wireless other than within school, this wireless connection must be encrypted.
- Any software I install on the device will be covered by a valid licence agreement and I am personally liable for this software.
- I understand that I have a responsibility to protect issued equipment from damage or theft, and may be liable for repair or replacement costs caused by negligence or abuse.
- It will be necessary for the ICT technician to perform updates, maintenance, security and asset checks. I will be required to make issued equipment available upon request.
- I understand that any staff or student data to which I have access, will be kept private and confidential by ensuring issued devices are not left unlocked or accessible whilst unattended.

I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School's Data Policy:

- I will not disclose or share information about students, the school, contractors or other members of the school community electronically unless permitted by the school's IT technician or head teacher
- I understand that any staff or student data to which I have access must 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, that may lead to the accidental disclosure of data or information.

When using the internet in my professional capacity:

- 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
- I understand that as a professional I am responsible for my actions in and out of school:
- I understand that this agreement 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 agreement, I could be subject to disciplinary action. This could include formal warnings, suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

Username :
Name :
Signature :
Date :