The Eliot Bank and Gordonbrock Schools Federation

Acceptable Use Policy (AUP): Staff Agreement Form

AUP review Date	September 2018
Date of next Review	September 2019
Who reviewed this AUP?	Rebecca Lawrence (EB) Tony Hall (GB) Simone McAllister (FBM)

The Federation's Acceptable Use Policy Statement

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 internet access at all times.

This Acceptable Use Policy (AUP) is intended to ensure:

- That staff will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That the schools' 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 schools will try to ensure that staff will have good access to ICT to enhance their work, to enhance learning opportunities for our young people and will, in return, expect staff to agree to be responsible users.

The policy covers use of all digital technologies and the handling of physical documents, which contain personal data in school: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, social networking tools, the schools' websites, equipment and systems.

Acceptable Use Policy Agreement

I understand that I must use the schools' 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 the young people 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 young people.

- I will only use the schools' digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Executive Headteacher, the Head of School and Governing Body.
- 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 follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / internet / intranet / network, or other school systems, or any Local Authority (LA) system I have access to.

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to a member of the Senior Leadership team.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, tablets, etc.) out of school.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the federation's network and data security protocols.
- I will only use the approved email system(s) for any school business; this is currently LGfL StaffMail. I will not use the approved email system for any private correspondence.
- I will only use the approved communication systems (e.g. ScholarPack / Teachers2Parents) with pupils or parents/carers, and only communicate with them on appropriate school business and in a professional tone and manner.

The federation has the responsibility to provide safe and secure access to technologies and ensure the smooth running of both schools

- When I use my personal hand held / external devices (iPads/PDAs / laptops / mobile phones / USB devices etc.) for professional work, 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 schools 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 connect any device (including USB flash drive) to the network that does not have up-to-date anti-virus software and will only use the schools' servers and encrypted USB devices, which have been purchased by the schools, for storing data.
- I will keep any 'loaned' equipment up-to-date, using the schools' *recommended anti-virus and other ICT 'defence' 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 not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.
- If the data or the filtering of data on any device is breached or I accidentally have access to, or am in receipt of inappropriate materials, I will inform the Federation Business Manager (EB) / the Senior Administration Officer (GB) and the Senior Leadership Team.
- 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 I have Administrator Rights given by the Executive Headteacher or Head of School.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I understand the importance of regularly backing up my work; for school servers this is done via the cloud-based LGfL Gridstore on a daily basis.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

Confidentiality, Data Protection and Copyright laws:

- I understand that the General Data Protection Regulation 2016 and the Data Protection Policy requires that any staff or pupil's / parent's / carer's 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 the federation's policies, to disclose such information to an appropriate authority.
- 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.

- Where personal data is transferred outside the secure school network, it must be encrypted (i.e. via EGRESS) and transferred in accordance with the General Data Protection Regulation 2016, in accordance with our Data Protection Policy.
- Documents with little personal data, such as pupil workbooks, can be taken home by staff; however I will not take home documents with more substantial amounts of personal data, such as pupil or staff records. If I take home hard copies of pupils' end of year reports, I will remove the front cover as it contains information that could potentially identify a pupil.
- Where sensitive documents are taken home, I will keep them in a closed folder, such as one with a zip lock, provided by the federation. I will place the documents in a secure area of my house/flat to prevent them from being lost and will not leave documents in my car, as this creates a higher risk of them being stolen.
- I will adhere to the federation's Data Protection Policy and its Data Breach Process and will communicate a possible data breach immediately without any delay to a member of the Senior Management Team and the Federation Business Manager EB / Senior Administration Officer GB (Data Controllers).
- It is my responsibility to understand and comply with current copyright legislation. I will therefore check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will ensure that I have permission to use the original work of others in my own work.

Personal conduct relating to this Acceptable User Policy

- I understand the importance of upholding my online reputation, that of the school and of the teaching profession and will therefore be professional in my communications and actions when using the schools' ICT systems. I will not engage in any online activity that may compromise my professional responsibilities or bring the school into disrepute.
- 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 not use my own mobile phone in front of pupils except in the event of an emergency for example, if a school mobile phone were to run out of charge on a school trip and I needed to contact school.
- I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- 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" as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the LGfL / school approved system and follow e-security protocols to interact with them.

Safeguarding

- I will ensure that when I take and / or publish images of students, staff and others I will do so with their permission and in accordance with the General Data Protection Regulation 2016 and with the federation's Data Protection Policy on the use of digital / video images. Images published on the schools' websites, online learning environments etc., will not identify students by name, or other personal information.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, racist material, adult pornography covered by the Obscene Publication Act), promote extremist organisations, are inappropriate or may cause harm or distress to others.
- I will not support or promote extremist organisations, messages or individuals and will not give a voice or opportunity to extremist visitors with extremist views.
- 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 understand that the federation's data protection policy requires that any information seen by me with regard to staff or pupil information, held within the schools' information management systems, 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 understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to a *senior member of staff* / *Designated Safeguarding Lead.*
- I understand that all Internet and network traffic / usage can be logged and this information can be made available *to the Head* / *Designated Safeguarding Lead* on their request.
- I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I will only use any LA system I have access to in accordance with their policies.
- *Staff that have a teaching role only:* I will embed the federation's on-line safety / digital literacy / counter extremism curriculum into my teaching.

Acceptable Use Policy (AUP): Staff Agreement Form

User Signature

- I agree to abide by all the points above.
- 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 federation.
- I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.
- I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the federation's most recent data protection / online safety / safeguarding policies, which are published on the schools' websites and/or are available on the Curriculum Server.
- 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, referral to Governors and in the event of illegal activities the involvement of the police.

Signature ________________________ Date __________________

Full Name ____ (printed)

Job title ____

School ____

Authorised Signature (Executive Headteacher/Head of School/Deputy Head)

I approve this user to be set-up.

Signature ________________________ Date __________________

Full Name ____ (printed)

A copy of this AUP is available, for your reference, in the Online Safety policy | Your signed copy will be kept on file
Version: September 2018