

# Acceptable Use Policy – Staff

With access to rich dynamic content, connectivity across the globe, a platform for creativity and a place to engage in debate, digital technologies provide a powerful tool for learning. Digital technologies give staff opportunities to enhance children's learning in their care and enable staff to become more efficient in their work. The very nature of digital technologies means that they should be used with care and particular attention given to demonstrating appropriate behaviours and avoidance of misuse at all times.

Professional integrity and strong moral purpose must be upheld at all times by staff. It is the duty of all staff members to ensure that children in their care get the very best start to the world of digital technology. This should include provision of a rich, robust online safety education for the children with clear reporting procedures for infringements to safeguarding. Having a transparent approach to using digital technology is a must.

Additionally, staff should develop critical thinking in their children, along with strategies for avoiding unnecessary harm and strategies for dealing with online safety infringements. The school's internet, network and ICT systems and subscriptions to services should be used with the utmost professionalism at all times. The school will aim to provide its staff with secure systems which will have filtering, monitoring and virus protection included. Anyone with access to the systems should be aware that their use of the systems is monitored, and this can be used to form evidence should any suspected infringements occur.

## Acceptable Use Agreement

**By signing this agreement, you will have access to the school's systems and acknowledge that you agree to all the statements below.**

**Additionally, that you have read and understand school policies which have a bearing on this agreement.**

- ✓ I will demonstrate the value of the use of digital technologies in improving the outcomes for children in my care.
- ✓ I will educate children in my care in the safe use of digital technologies, acting on any online safety issues in accordance with the school's policies.
- ✓ I understand my use of the school's ICT systems/networks and internet are monitored.
- ✓ I recognise that whether within school or out of school, I must abide by the rules/statements set out in this document when using systems, accessing/transferring data that relate to the school or impact on my role within the school and wider community.
- ✓ I know what GDPR is and how this has a bearing on how I access, share, store and create data.
- ✓ Any data that I have access to away from school premises must be kept secure and used with specific purpose. As outlined in the school's data protection policy, it is my responsibility to ensure when accessing data remotely that I take every bit of reasonable care to ensure the integrity and security of the data is maintained.
- ✓ I understand that I am fully responsible for my behaviours both in and out of school and as such recognise that my digital communications, subscriptions and content I access can have a bearing on my professional role.
- ✓ I recognise that my social media activity can have a damaging impact on the school and children in my care at school if I fail to uphold my professional integrity at all times whilst using it.
- ✓ If I am contributing to the school's social media account(s) or website(s) I will follow all guidelines given to me, with particular care given to what images/video imagery and details can be uploaded.
- ✓ I will inform the school at the earliest opportunity of any infringement both on and off site by myself. Furthermore, if I am concerned about others' behaviours/conduct, I will notify the school at the earliest opportunity.
- ✓ I will never deliberately access, upload or download illegal, inflammatory, obscene or inappropriate content that may cause harm or upset to others.
- ✓ I will never download or install software unless permission has been given by the appropriate contact at school.
- ✓ I shall keep all usernames and passwords stored securely and never share them.
- ✓ I will never leave equipment unattended which could leave data and information vulnerable; this extends to accessing data/services/content remotely.
- ✓ Any personal devices I own shall not be used to access school systems/data/services/content remotely unless I have adequate virus protection and permission from the school.
- ✓ I understand that mobile devices, including smart watches, shall not be used, nor in my possession, during times of contact with children. These devices will be securely locked away with adequate password protection on them should they be accessed by an unauthorised person.
- ✓ Any school trips/outings or activities that require a mobile phone/
- ✓ camera will be provided by the school and any data collected on them will be used in accordance with school policies.
- ✓ At no point- will I use my own devices for capturing images/
- ✓ video or making contact with parents/carers.

Signature:

Date: