

ICT ACCEPTABLE USE POLICY – STAFF, TRUSTEES, ACADEMY COUNCILLORS, VOLUNTEERS AND VISITORS

Date of issue	February 2023
Next due for review	February 2024
Reviewed by	Director of Finance and Operations
Approved by	Risk and Audit Committee

This Acceptable Use Policy is intended to ensure:

- That staff, Trustees, Academy Councillors, volunteers and visitors will be responsible IT users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That the Trust’s IT 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 IT in their everyday work.

For my professional and personal safety:

- I understand that the Trust will monitor my use of the IT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of Trust IT systems (e.g. laptops, email, VLE etc.) when working outside the school.
- I understand that the Trust’s IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use in line with current Trust policies.
- I will only use the equipment for personal use in my own time and then giving thought to other users on the network and will not access sites or download/stream anything that would cause excessive network traffic and hinder other users.
- 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 immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person.
- I will undertake any training on e-safety or cybersecurity within the timescales required by the Trust.

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

- I will not access, copy, remove or otherwise alter any other user’s files without their 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. Where these images are published (e.g. on school websites/VLE) it will not be possible to identify by name, or other personal information, those who are featured, unless permission has been gained.
- I will only use chat and social networking sites in accordance with the Trust’s code of conduct.
- I will only communicate with students and parents/carers using officially sanctioned systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The Trust has a responsibility to provide safe and secure access to technologies and ensure the smooth running of the Trust and its schools:

- When I use my personal hand held/external devices (laptops/mobile phones/USB devices iPads, etc.) in school, including using any school wi-fi network, I will follow the rules set out in this agreement in the same way as if I was using Trust equipment. I will also follow any additional rules set by the Trust about such use. I will ensure that any devices which are connected to the Trust’s IT networks (e.g. USB sticks or external hard drives) are encrypted in line with the removable media policy.

- I will not use personal email addresses for professional communication.
- 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, where portable storage devices are used, they are regularly backed up to the Trust's network.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate, or which 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, without appropriate authorisation.
- I will not disable or cause any damage to Trust equipment, or equipment belonging to others.
- I will not transport, hold, disclose or share personal information about others without encrypting this data to an appropriate level, and I will seek guidance if I do not know what this is.
- I understand that the Trust's data protection policy requires that any staff or student data to which I have access will be kept private and confidential, except when 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 via the appropriate reporting mechanism, however this may have happened.

When using the internet in my professional capacity or for Trust-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 school:

- I understand that this Acceptable Use Policy applies not only to my work and use of Trust IT equipment in school, but also applies to my use of Trust IT systems and equipment out of school, and my use of personal equipment in school or in situations related to my employment by the Trust.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include action up to and including dismissal and, in the event of illegal activities, the involvement of the police.

Acceptable Use Policy Agreement

I understand that I must use Trust IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users. I recognise the value of the use of IT for enhancing learning and will ensure that students receive opportunities to gain from the use of IT. I will, where possible, educate the young people in my care in the safe use of IT and embed e-safety in my work with young people.

Please now complete the sections on the following page to show that you have read, understood and agree to the rules included in the ICT Acceptable Use Policy – Staff, Trustees, Academy Councillors, Volunteers and Visitors.

Please sign to indicate that you agree with each of the statements below, then detach and return the bottom section to the Trust HR Department. The top section is yours and must be kept safe.

I have read and understand the above and agree to use the Trust's IT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the Trust and its schools) within these guidelines.

Staff, Governor, Volunteer or Visitor Name (Please print)

Signed..... Date.....

Please also sign below if the statement is relevant to you:

I have contact with students (past or present)/parents of the Trust's schools in my use of social networking/chat/email/text or instant messaging. I am aware of the need to maintain professionalism in the use of these. I understand that by doing this I could potentially be putting myself at risk and will apply appropriate privacy rights to my accounts to avoid unwanted contact from other students/parents. I accept that this is my responsibility to do this in an attempt to avoid any safeguarding issues that may arise relating to my use of these technologies. If I am unsure of how to apply these privacy rights it is my responsibility to seek advice from an appropriately-qualified person.

Staff, Governor, Volunteer or Visitor Name (Please print)

Signed..... Date.....

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This section to be signed and returned to the Trust HR Department

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