



Staff Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies, relevant national and local guidance and expectations and the Law.

- I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops mobile phones, tablets, digital cameras, smart watches, email and social media sites.
- School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly).
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection legislation, including GDPR. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls that meet the EU and UK regulations) or accessed remotely (e.g. via VPN). Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by the use of encrypted memory stick. Any images or videos of pupils will only be used as stated in our Photography and Filming Policy and will always take into account parental consent.
- I will not keep or access professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are suitably secured and encrypted. Where possible I will

use the School Learning Platform (VPN) to upload any work documents and files in a password protected environment or via VPN. I will protect the devices in my care from unapproved access or theft.

- I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
- I will respect copyright and intellectual property rights.
- My electronic communications with current or past pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships that may compromise this will be discussed with the Senior Leadership team and / or Headteacher
- I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming any other devices or websites. I will take appropriate steps to protect myself online as outlined in the school Online Safety Policy and will ensure my use of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school AUP, Code of Conduct Policy and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
- I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead / online safety Coordinator (Rita Tarrant-Blick) or the Headteacher (Mary Priestley).
- Laptops are provided to staff for professional purposes. Both at school and at home, they are to be used for professional use; occasional personal use at home is acceptable although these laptops should not be used as a sole, personal computer. Laptops should not be used by anyone else other than the member of staff that they have been allocated to. Passwords cannot be shared and partners or family members must not have access to the laptop or any of its contents.
- When using school laptops at both at school and at home, staff are not permitted to access any form of social media. Occasional use for personal reasons such as searches, shopping etc is permitted.

With regards to the use of Google, we have decided that Google will not be permitted for use by children in KS1 or LKS2. This is due to the fact that with our filtering system it is impossible for google to filter everything, which may lead to the possibility of children coming across inappropriate thumbnails.

They will not be able to click on it to enlarge the image but will be able to access a preview. As children get older, it will be introduced within monitored classrooms (UKS2) but the use is a school decision and will need a risk assessment to be completed so that in the event of anything passing through the filter, we have assessed fully in advance. If anyone has any concerns with regards to e-safety, they must be reported directly to DSL's.

- *I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.*

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Information Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Woodlands Primary School Staff

Acceptable Use Policy.

Signed: Print Name:

Date: