



# Cheddon Fitzpaine Church School

## Staff (and volunteer) Computer, email and internet Acceptable Use Policy

### Rationale

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 up 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 is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school Information Technology (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.

The school will try to ensure that staff and volunteers will have good access to IT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

### Acceptable Use Policy Agreement

I understand that I must use school IT 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 IT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of IT. I will, where possible, educate the pupils in my care in the safe use of IT 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 IT systems, email and other digital communications.
- I will only use IT in the school for permissible activities and will follow the rules set out in the school's E-Safety policy.
- I understand that the rules set out in this agreement also apply to use of school IT systems (eg laptops, email, Fronter etc) out of school.
- I understand that the school IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use in line with the Rules set out in the school's E-Safety policy. .
- 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 not engage in any on-line activity that may compromise my professional responsibilities or the reputation of the school or its members.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when it is deemed necessary that I am required by law or by the school to disclose it to an appropriate authority.

### **I will be professional in my communications and actions when using school IT 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 take and / or publish images of others I will do so with their permission and in accordance with the school's E-Safety policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have written permission to do so. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use chat and social networking sites in school in accordance with the school's E-Safety policy.

Having received a copy of the 'Guidance for school staff regarding social networking sites', produced by the CYPD of Somerset County Council, I realise that these sites are not always private but I will ensure that my privacy setting will be set to 'private'. In order to protect myself I will comply with the following guidelines:

- I will not accept any contact with current or previous pupils.
- I will ensure that if under 18s are on my list (as perhaps family members), I will be especially careful that the content is appropriate, including photos.
- I will avoid bad language, sexual connotations and obscene jokes.
- I will avoid criticism of my employer.
- I will not say anything that I would not say in public.
- I will be clear that anything I publish in a personal capacity is my personal opinion and not that of the school
- Any electronic communication between staff and pupils or parents/carers must be professional in tone and manner.

### **The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- When I use any personal devices (PDAs / laptops / mobile phones / USB devices etc) in school, 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 out in the E-Safety policy 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 only use personal email addresses on the school ICT systems with the permission of the E-Safety coordinator(s).
- 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 my data is regularly backed up, in accordance with relevant school policies.
- 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 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 (Bigger than 1Gb) 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 alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school's Data Policy or E-Safety policy. Where personal data is transferred outside the secure school network, it must be encrypted.

- I understand that data protection policy requires that any staff or pupil which I have access, will 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, however this may have happened.

**When using the internet in my professional capacity or for school 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 school IT equipment in school, but also applies to my use of school IT 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 Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include referral to the Headteacher, referral to the MAT, Diocese, a warning, referral to the SWGfL, referral to the Governors, disciplinary action, suspension and that this could lead to the involvement of the police.

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

Staff / Volunteer Name

Signed

Date