

# Acceptable Use Policy



**The Inspire Multi Academy Trust  
(South West)**

**January 2023**



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## **The Inspire Multi-Academy Trust (South West)**

Staff and Volunteer Acceptable Use Agreement 2022-2023

Completed by Olivia Bartlett (TBP Head of School)

This policy is reviewed annually, or as new information becomes available. It is **vital** that this policy is **read** and **understood**.

### **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 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 technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for children's 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 systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that children receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

### **For my professional and personal safety:**

- I understand that TIMAT will monitor my use of the school digital technology and communications systems.
- I will not bring TIMAT setting into disrepute.
- I will consider how my online conduct may be perceived by others and how this could affect my own reputation and that of TIMAT.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE, SharePoint etc.) out of school, and to the transfer of personal data (digital or paper based) out of school. Please refer to Online Safety Policy.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school. Please refer to Online 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I am aware of Phishing emails and what to do in the event I receive one.

### **I will be professional in my communications and actions when using TIMAT's ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

- I understand that any devices provided for me to use remain the property of TIMAT and should only be used for appropriate activities and tasks.
- 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, unless I have permission to do so. Where these images are published (e.g. on the school website / SharePoint systems) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with children and their Parents/Carers using official school 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 school and the Local Authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of TIMAT:**

- When I use my mobile devices (laptops / tablets / 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 TIMAT Equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. If using a removable device, I will ensure that this encrypted with password protection.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs).
- I will ensure that my data is regularly backed up, in accordance with relevant policy. See Online Safety Policy.
- 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 programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials. This is a criminal offence.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school Data Policy (or other relevant policy). Where Digital Personal Data is transferred outside the secure local network, it must be encrypted. Paper based 'Protected and Restricted' data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil 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 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.

**Sensitive Data Includes:**

- Pupil Reports
- SEN Records
- Letters to Parents

- Class Based Assessments
- Exam/Test Results
- Whole School Data
- Medical Information
- Information relating to staff members

**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).

**Social Networking Sites and Applications:**

- Social networking applications include, but are not limited to: blogs, online discussion forums, collaborative spaces, media sharing services, 'Microblogging' applications. Examples include Twitter, Facebook, Messenger and YouTube.

**Staff Conduct in the use of Social Networking:**

- In general terms, TIMAT expects that the conduct of its employees is such that no justifiable complaint can be made by parents, pupils, colleagues, Governors, other bodies or agencies or members of the community in relation to conduct and behaviour of TIMAT staff. This principle applies to the use of social networking sites.
- The way in which TIMAT staff present and conduct themselves on social networking sites can have an impact on the public perception of the school and influence the way in which those staff members are perceived by pupils and parents. In their use of social networking sites, staff should be aware that their online behaviour could affect their professional standing, dignity and perception of their integrity.
- It is recommended that staff take adequate precautions when using social networking sites and applications, both in vetting material that could be connected to them (through their own profile and information added about them) and through the use of appropriate security settings.
- It is recommended that TIMAT employees do not identify our school on social networking sites as this could directly link their behaviour outside of work with the reputation of the school. They are however welcomed to like and share posts where applicable but must refrain from commenting via personal profiles.
- I understand that as per KCSIE 2022, TIMAT will complete a social media sweep before appointment to any position.

**I understand that I am responsible for my actions in and out of the school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises 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 a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.
- Breach of these disciplinary rules in relation to social networking or any inappropriate use of social networking sites and applications by staff will be dealt with through the school's Disciplinary Procedure.
- I understand that if I do not adhere to any of the rules outlined in this policy, my network access may be suspended immediately, any devices removed and that other disciplinary consequences may follow.

I have read and understand the above and agree to use the school digital technology 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: