



Emersons Green Primary School
Learning Together, Achieving Together

Staff (and Volunteer) Acceptable Use Policy Agreement

Policy Context

The internet and other technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and 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 good, safe access to ICT and the internet. This Acceptable Use Policy is intended to ensure that:

- Staff and volunteers are responsible users and stay safe while using technologies for educational, personal and recreational use.
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff are protected from potential risk from the use of ICT in their everyday work and work to ensure that young people in their care are safe users.

Acceptable Use Policy Agreement

I understand that I must use school ICT 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.

Keeping Safe

- I know that the school will monitor my use of the ICT systems, email and other digital communications.
- I will only use my own user names and passwords which I will choose carefully so they can not be guessed easily.
- I will not use any other person's username and password.
- I will ensure that my data is regularly backed up.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the school or its members.
- I will not try to bypass the filtering and security systems in place.
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement.
- I will ensure that any ICT devices are protected by up to date anti-virus software and are free from viruses. I will use the virus checker before using them.
- I will not use ICT devices (this includes computers and portable storage media e.g. USB sticks, removable disks and external hard drives etc.) I do not know the origin of as it could be a security risk.
- I will only agree to security updates and patches that I know are genuine and if I am not sure I will contact the Technical Support Provider.

Personal Data

- I will at all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- 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 school policy to disclose it to an appropriate authority.
- I will not send personal information by e-mail as it is not secure unless using the South Glos e-mail system.
- I will only store personal data on school equipment (this includes computers and portable storage media).
- I will only use personal data on secure password protected computers and other devices (many memory sticks / cards and other mobile devices cannot be password protected).
- I will only use devices that offer approved virus and malware checking software (all school computers have this).
- I will ensure computers are properly "logged-off" at the end of any session, particularly when using personal data.



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- I will ensure that the data is securely deleted from the device once it has been transferred or its use is complete.

Promoting Safe Use by Learners

- I will model safe use of the internet in school.
- I will educate young people on how to use technologies safely according to the school teaching programme.
- I will take immediate action in line with school policy if an issue arises in school that might compromise learner, user or school safety or if a child reports any concerns.

Communicating

- I will communicate online in a professional manner and tone, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will be aware that any communication could be forwarded to an employer or governors.
- I will only use chat and social networking sites that are approved by the school.
- I will not use personal email addresses on the school ICT systems unless I have permission to do so.
- I will not use my mobile phone for personal reasons during work time.
- I will not carry my mobile phone around with me during work time (especially when supporting pupils in bathrooms and changing areas) and I will ensure it is kept in a secure place when not in use (e.g. classroom cupboard).

Research and Recreation

- I will not 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 (unless I have permission) make large downloads or uploads that might take up internet capacity.
- I know that all school ICT is primarily intended for educational use and I will only use the systems for personal or recreational use if this is allowed by the school.

Sharing

- I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will only take images / video of pupils and staff where it relates to agreed learning and teaching activities and will ensure I have parent/staff permission before I take them.
- If these are to be published online or in the media I will ensure that parental / staff permission allows this.
- I will not use my personal equipment to record images / video unless I have permission to do so.
- I will not keep images and videos of students stored on my personal equipment unless I have permission to do so. If this is the case I will ensure that these images can not be accessed or copied by anyone else or used for any purpose other than that I have permission for.
- Where these images are published (e.g. on the school website / Merlin) I will ensure it is not possible to identify the people who are featured by name or other personal information.

Buying and Selling

- I will not use school equipment for online purchasing unless I have permission to do so.

Problems

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the e-safety co-ordinator or head teacher.



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- I will not install or store programmes on a computer unless I have permission.
- I will not try to alter computer settings, unless this is allowed in school policies.
- I will not cause damage to ICT equipment in school.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 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 understand that these rules are in place to enable me to use ICT safely and that if I do not follow them I may be subject to disciplinary action. I agree to use ICT by these rules when:

- I use school ICT systems at school or at home when I have permission to do so
- I use my own ICT (when allowed) in school
- I use my own ICT out of school to use school sites or for activities relating to my employment by the school

Staff / Volunteer Name

Signed

Date