Bromley Heath Infant School
Staff (and Volunteer) Acceptable Use Policy Agreement

Signed (chair):	Name: Linda Russ	Date: May 2018
Signed (Head):	Name: **Tina Long**	Date: **May 2018**
Ratified by:Governing Body on **24/05/2018**		Next Review: May 2019
Review Date May 2019: Linda Russ		*Linda Russ*
Review Date: May 2020: Shelley Humphries		
Review Date: May 2021		
Review Date: May 2022		

Policy Context

Technologies and the internet, including social media, are powerful tools, which provide excellent opportunities for learning and teaching. They can motivate learners, promote creativity, and support effective learning, assessment and engagement with parents. They also bring opportunities to enhance teaching, increase staff efficiency and provide opportunities for staff to benefit from professional development through networking and collaboration. All users have an entitlement to good, safe access to ICT and the internet.

This policy relates to use of all technologies including mobile phones, tablets and online services such as social networking sites. It is intended to ensure that:
- Staff and volunteers are responsible users and stay safe while using technologies
- 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.
- The organisation is protected from any issues that could negatively affect it's reputation

Acceptable Use Policy Agreement

Content
- 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.
- 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 know that internet use is proactively monitored and any illegal activity will automatically result in police involvement**
- I will not make large downloads or uploads that might take up internet capacity.

Contact
- I will communicate online in a professional manner and tone and I will not use aggressive or inappropriate language and am aware that any communication could be forwarded to an employer or governors.
- I will only communicate with students / pupils and parents / carers using official school systems.
- I will not use personal email addresses on the school ICT systems.
- 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 only use my own user names and passwords, which I will choose carefully so they cannot be guessed easily.

Social Media
- I will only use chat and social networking sites for school purposes that are approved by the school.
- When using social networking sites and other services for personal use I will not say anything that could bring the school, staff members or any member of the school community into disrepute.
- I will ensure that I do not refer to students, pupils, parents/carers or school staff
- I will not engage in any online discussion about the school or any members of the school community unless this is in an approved context e.g. school own Twitter account

- I will not attribute my personal opinions to the school on sites and will make clear that they are my own opinions
- I will immediately report any online discussion that could impact on the school / staff reputation and any negative postings about any member of the school community
- I will not 'friend' pupils on social networking sites.
- If I "friend" any parent via social media, I will NOT discuss any pupil, staff member or any business related to the schools operation

Conduct
- I will only use school equipment for the purposes of learning and teaching.
- 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. This includes use of the school e-mail account, logo or my school role.
- Filtering is provided through the South Gloucestershire internet service. I know that, as a staff user, I have access to resources that learners cannot access for teaching purposes.
- I will not try and bypass this filtering or access sites that are illegal.
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement when using it.
- I will not use my personal equipment to record and store images / video of children.
- I will only take images or video of pupils/staff where it relates to agreed learning 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.
- Where images are published (e.g. on the school website) I will ensure it is not possible to identify the people who are featured by name or other personal information.
- I understand my photograph **may** be used on the school web site, which means that others could copy it. I know that where it is used my photograph will not be accompanied by any personal details.
- I will not install or store programmes on a school device 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 and will immediately report any damage or faults involving equipment or software.
- 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).

Data Protection
- I understand that our school only uses services, which mean that data is stored in line with EU guidelines.
- When I use my teacher laptop at home, I will ensure resources cannot be accessed or copied by anyone else and that no one else uses the laptop.
- I will not transfer any data using a USB stick, as this is not secure.
- I will ensure personal equipment used is password protected.
- I will ensure that my data is regularly backed up.
- I will take all steps within my power to keep personal data safe and minimise the risk of losing it.
- I will only use personal data on secure devices that are password protected.
- When transferring data I will use encryption and secure password protected devices.
- I will ensure that devices I use have approved virus and malware checking software and I will delete data securely once it has been transferred or finished with
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when 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.

Promoting Safe Use by Learners

- I will model safe use of technologies and 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 or out of school that might compromise learner, user or school safety; or if a child reports any concerns.
- I will monitor learner behaviour online when using technology and deal with any issues that arise.

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.
- If I believe a member of staff is infringing this policy, or putting themselves or others at risk, I will report this to the head teacher.
- **If I believe a young person may be at risk I will follow the child protection procedures.**
- **If I believe a young person may be being bullied via technologies I will follow the anti-bullying procedures.**

Acceptable Use 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 of other staff and pupils or to the security of the ICT systems.

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 if allowed (including mobile phone or tablet) in school
- I use my own ICT out of school (including mobile phone or tablet) to use school sites or for activities relating to my employment by the school

I know that the school will monitor my use of the school ICT systems and communications.

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.
- If I believe a member of staff is infringing this policy, or putting themselves or others at risk, I will report this to the head teacher.
- **If I believe a young person may be at risk I will follow the child protection procedures.**
- **If I believe a young person may be being bullied I will follow the anti-bullying procedures.**

Use of Staff Images on School Publicity and Web sites

- I understand my photograph may be used on the school web site, which means that it could be copied by others. I know that where it is used my photograph will not be accompanied by any personal details other than my title and surname.

Staff / Volunteer Name	
Signed	
Date	

Bromley Heath Infant School May 2018