

**Staff and Volunteer Acceptable Use Policy**

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 communication technologies are powerful tools, which open up 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 ICT systems and users are protected from accidental and 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 ICT in their everyday work

The school will try to ensure that staff and volunteers will have good access to ICT in enhance their work, to enhance learning opportunities for students/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 schools 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. I recognise the value of the use of ICT for enhancing learning and will ensure that students/pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people I my care in the safe use of ICT and embedded online in my work with young people.

For my professional and personal safety:

* I understand that Horwich Parish will monitor my use of the ICT systems, emails and other digital communications.
* I understand that the rules set out in this agreement also apply to the use of schools ICT systems (e.g. laptops, emails etc.) out of school, and to transfer personal data (digital or paper based) out of school
* I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the polices and rules set down by school
* 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.

Staff Passwords:

All staff users will be provided with a 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 be professional in my communications and actions when using school ICT 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 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 schools policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have been given permission to do so. Where these images are published (e.g. website, blog etc.) it will not be possible to name those featured or contain any other personal information.
* I will only use chat and social media in school with accordance with the schools policies.
* I will only communicate with students and /or parents using the official school systems and do so in a professional manner.
* I will not engage in any online activity that may compromise my professional responsibilities.

The school and local authority have a responsibility to provide a safe and secure access to technologies and ensure the smooth running of the school:

* When I use my mobile device, 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 not use my personal email addresses on the school ICT systems
* I will not open hyperlinks in emails or any attachments to emails, unless the source in known and trusted.
* I will ensure my data is regularly backed up, in accordance with the schools policy And guidelines
* I will not try to upload, download or access and illegal material (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 material.
* I will not try, without permission, to make large 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 alter any computer settings, unless this is allowed in school policies
* I will not disable or cause 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/LA Personal Data 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 data to which I have access, will be kept private and confidential, except when 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.
* If any electronic device , including USB sticks, are lost I will report it immediately to the GDPR officer in school who will evaluate the data lost and contact the DPO if required.
* 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 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 ICT equipment in school, but also applies to my use of school ICT equipment and systems off the premises and my use of personal equipment on the premises related to my employment by the school.
* **I understand that if I fail to comply with this Acceptable Use Policy, I could be subject to disciplinary action.** This could include a warning, a suspension, referral to Governors and/or Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT 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 (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_