‘Achieving Potential Together as a School Family.’

- Compassionate

- Curious

- Courageous

- Resilient

- Inclusive

Staff E-Safety Acceptable Use Policy / Agreement

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All staff should read and sign this document to demonstrate that they agree with the statements.

This policy covers the following aspects of e-safety in relation to all school staff:

- Use of school-based equipment
- Social Networking
- Managing digital content
- Email
- Mobile phones and devices
- Learning and teaching

School Policy

Modern technologies have become integral to the lives of children and young people in today's society, both within schools / academies 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 access to the internet and digital technologies 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 / academy 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 *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 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 students / pupils 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. I understand that the rules set out in this agreement also apply to use of these technologies out of school, and to the transfer of personal data out of school.

Use of school-based equipment

When using the school's ICT equipment and other information systems, I have understood and will comply with the following statements.

- I will access the internet and other ICT systems using my personal username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the internet through my username and password. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems, to the e-safety coordinator.
- All passwords I create will be in accordance with the school e-safety Policy. I will ensure that I use a suitably complex password for access to the internet and ICT systems.
- I will not share my passwords.
- I will seek consent from the e-safety coordinator/ headteacher prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to the e-safety coordinator/ Headteacher/ DSL.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will take a professional and proactive approach to assessing the effectiveness of the internet content-filtering platform in relation to the educational content that can be viewed by the pupils in my care.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the network manager/e-safety coordinator (as appropriate)
- I understand my personal responsibilities in relation to the **Data Protection Act** and the privacy and disclosure of personal and sensitive confidential information.
- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/ other location). Devices will not be stored in a car overnight or left in sight when not in use, e.g., by an open window or on the back seat of a car.
- Wherever possible I will use school provided cloud storage solutions to move files between devices. If I have to use a portable storage device (USB sticks, SSD cards, portable hard drives etc) I will ensure that it has been approved for use on the school network by the network manager/e-safety co-ordinator.
- I will ensure that any personal or sensitive information taken off site will be stored on a school-owned device with appropriate technical controls such as encryption/ password protection deployed.
- Any information asset, which I create or have access to from other information systems, which could be deemed as personal or sensitive will be either stored on the school network or school provided cloud storage and access controlled in a suitable manner in accordance with the school data protection controls. (For example, spread sheets/other documents created from information located within the school information management system).
- I will not download or install any software from the internet or from any other media which may compromise the school network or information situated on it without prior authorisation from the network manager/e-safety co-ordinator.
- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the **Computer Misuse Act 1990** and breaches will be reported to the appropriate authorities.
- I understand that my files, communications and computer activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.
- 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.

Social Networking

- I must not talk about my professional role in any capacity when using personal social media such as Facebook, Twitter and YouTube or any other online publishing websites.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will not use any social media tools to communicate with parents unless approved in writing by the Head Teacher.
- I will set and maintain my profile on social networking sites to maximum privacy and give access to known friends only.
- I know that staff must not access social networking sites for personal use during school hours.
- If I experience any derogatory or slanderous comments relating to the school, colleagues or my professional status, I will take screenshots for evidence and escalate to the e-safety coordinator.

Managing digital content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school or for school use.
- I will only use school equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the staff and pupils involved as detailed in the e-safety Policy/ Home School Agreement (or any other relevant policy).
- Under no circumstances will I use any personally owned equipment for video, sound or images without prior consent from a member of the Senior Leadership Team.
- When searching for images, video or sound clips, I will ensure that I or any pupils in my care are not in breach of any **copyright licencing**.
- I will ensure that any images, videos or sound clips of pupils are stored on the school network and never transferred to personally owned equipment.
- I will ensure that any images taken on school-owned devices will be transferred to the school network (storage area/server) and deleted as soon as possible from the device memory.
- I will model safe and responsible behaviour in the creation and publishing of online content within the school learning platform and any other websites. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis and online publishing sites.

Email

- 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 use my school email address for all email correspondence with staff, parents or other agencies and I understand that any use of the school email system will be monitored and checked. I will under no circumstances use my private email account for any school-related business.
- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only.
- I will ensure that any posts made on websites or via electronic communication, by either myself or the pupils in my care, will not damage the reputation of my school.
- Any personal device used to access school email or other communication systems will be encrypted and secured using a password in line with the school's password policy or biometric technology.

- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.
- I will comply with the privacy requirements of GDPR and the 2019 DPA when sending emails to groups of people by ensuring that all such emails are sent to Undisclosed Recipients.
- Emails sent to external organisations will be written carefully and if necessary, authorised before sending to protect myself. As and when I feel it necessary, I will carbon copy (cc) the head teacher, line manager or another suitable member of staff into the email.
- I will ensure that I manage my email account and delete emails no longer required. Information I have a legitimate need to retain will not be kept in my email inbox but will be saved appropriately in the school's chosen storage system, ensuring access for other users if appropriate.
- I will access my school email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention.

Mobile phones and devices

- I will ensure that my mobile phone and any other personally owned device is switched off or switched to 'silent' mode during school hours.
- Bluetooth communication should be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances. If I have to keep Bluetooth turned on, I will ensure that the connection has a name appropriate to the setting.
- I will not contact any parents or pupils on my personally owned device in a professional capacity.
- I will not use any personally owned mobile device to take images, video or sound recordings.

Learning and teaching

- In line with every child's legal entitlement, I will ensure I teach an age and stage appropriate e-safety curriculum.
- I will support and promote the school e-safety policy at all times. I will model safe and responsible behaviour in pupils when using ICT to support learning and teaching.
- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- I understand the importance of respecting and acknowledging copyright of materials found on the internet and will model best practice in the creation of my own resources and the use of AI generated content at all times.

Agreement

I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this policy.

I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Name	
Role in School	
Signed	
Date	
Accepted by	
Date	