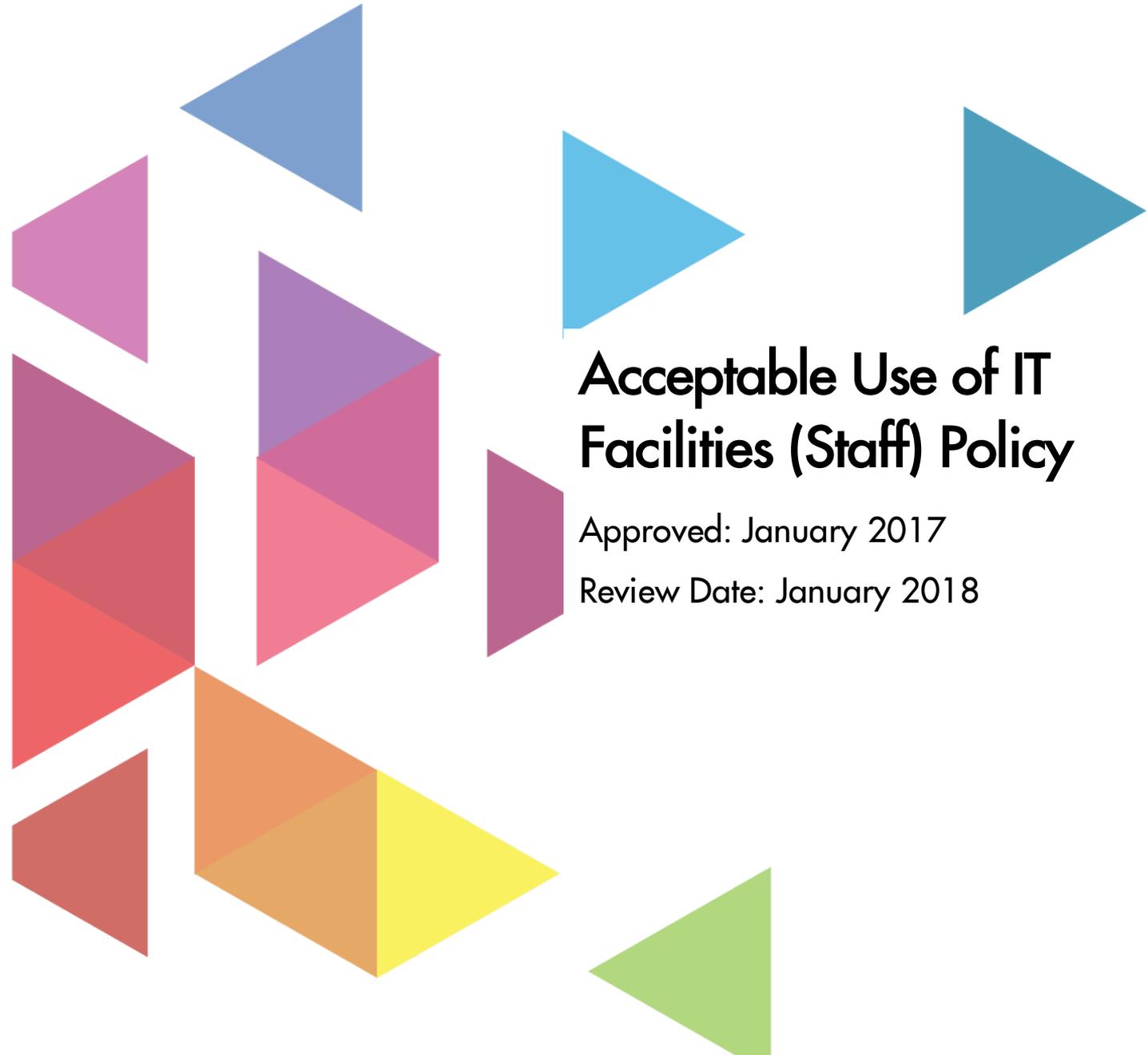




eastbury  
primary  
school



Partnership Learning



# Acceptable Use of IT Facilities (Staff) Policy

Approved: January 2017

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*Succeeding together*

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## Linked Policies & Procedures

- E-Safety Policy

## 1. Statement of Principles

Eastbury Primary School regularly reviews and updates all AUA (Acceptable User Agreements) documents to ensure that they are consistent with the school Online Safety Policy.

The school makes a range of digital technologies available to staff for use in connection with their employment by the school, and for use in connection with professional activities that arise from their employment by the school.

Staff should not use the digital technologies provided by the school for activities that are illegal, or, for other reasons, incompatible with their professional role.

## 2. Detailed Provisions

This Acceptable Use Policy covers staff use of digital technologies in school, e.g. **email, Internet, intranet and network resources, SharePoint, software, equipment and systems.**

*As a person who works at Eastbury Primary School, I agree that:*

- I will only use the school's digital technology resources and systems for school and professional purposes;
- I will use the school email and telephone systems for school business only; I will not use a private email or telephone to conduct school business, unless instructed by the Head Teacher;
- I will not use the school's digital technologies for personal uses such as social media and buying/selling;
- I will not browse, download or send material that could be considered extremist, pornographic, obscene or offensive;
- I will not support or promote extremist organisations, messages or individuals;
- I will not give a voice or opportunity to extremist visitors with extremist views;
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the appropriate line manager/Network Manager;
- I will keep private my login/password(s) for school digital technologies, and will not allow any other person to use my login/password(s) to access the school's digital technologies;
- If my password(s) for school digital technologies is compromised, I will ensure to change it;
- I will not allow unauthorised individuals to access email/Internet/network, or other school systems;
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed;
- I understand that all Internet usage/network usage and telephone usage can be logged and this information could be made available to SLT on request;
- I will ensure all documents are saved, accessed and deleted/shredded in accordance with the school's network security and confidentiality protocols;
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission;
- I will not connect a computer (or similar device) to the network/Internet without consent from the Network Manager and I will keep any 'loaned' equipment or BYOD (bring your own device) up-to-date, using the school's recommended anti-virus system;

- I agree and accept that any computer, laptop, iPad or mobile phone loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any 'significant personal use' that would deem the device a benefit as defined by HM Revenue & Customs;
- I will not connect a USB flash/HD drive to the school network without consent from the Network Manager;
- I will only take or publish images/videos of staff and pupils with their permission (parent/guardian/carer's permission for pupils) and in accordance with the school's E-Safety Policy. Images published on the school website, online learning environments etc. will not identify students by name, or other personal information;
- I will not use personal digital cameras or camera phones for transferring images or videos of pupils or staff. Images or videos will only be taken and used in accordance with the school's E-Safety policy;
- I will only save images and videos of pupils and staff on the school's media share;
- I will use the school's SharePoint in accordance with school advice;
- I will ensure that any private social networking sites/blogs etc. that I create or actively contribute to are not in conflict with my professional role;
- I will not engage in any online activity that may compromise my professional responsibilities;
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location;
- I understand that data protection law requires that any personal information (e.g. staff or pupil records) will be kept private and confidential, and will only be used for the purpose for which it was collected/created. I will only share information when it is deemed necessary that I am required by law to disclose such information to an appropriate authority. I will take every reasonable step to avoid accidental disclosure of confidential information (e.g. by keeping my login/password(s) for various school systems private);
- I will ensure I am aware of safeguarding approaches relevant to the use of digital media and will ensure they are embedded in my classroom practice by reading the E-Safety policy, available on the school's website;
- I will alert the school's Children Protection lead/appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern;
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the school's Children Protection lead/appropriate senior member of staff;
- I understand that Internet encrypted content (via the https protocols), may be scanned for security and/or safeguarding purposes.
- I will only use LA systems in accordance with any council policies;
- I understand that failure to comply with this policy could lead to disciplinary action.

### **3. Data Protection Notice**

- All emails sent using the email system are logged and stored according to the following policies:
  - traffic data (from address, to address, subject line and routing information) is recorded for all emails and will be held for a period of 8 weeks;
  - full message content will be recorded in the event of a message being held on the system.

- All Internet and network traffic/usage is held for the purposes of investigating technical faults with the email system and reported breaches of the Acceptable Use Policy. This information can be made available to the Head Teacher/Safeguarding Lead on their request.
- Full message content is held in order to investigate why an email has not been delivered automatically. This may be because the message:
  - is suspected of being SPAM;
  - is suspected of failing to comply with this policy;
  - was subject to a technical failure.
 These emails may be examined by system administrators as they work to resolve the problem. Once an email has been released the full message content will be deleted.
- Any message suspected of failing to comply with the acceptable use policy will be reported to the Head Teacher, Governing Body, line manager, Safeguarding Lead or Network Manager.
- Access to other staff users' mailboxes will only be granted in the following circumstances:
  - by the users themselves using Outlook;
  - on receipt of a request form signed by the Head Teacher/Chair of Governors.

Access to other users' mailboxes risks breaching the data protection act and the users' right to privacy; therefore, a detailed log of how and when such access is granted is kept.

**4. User Signature**

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy (normally an annual revisit) and E-Safety Policy (found on the school's website in the policies section). I agree to abide by the school's most recent Acceptable Use Policy and E-Safety Policy. I wish to have an email account; SharePoint access; be connected to the network & Internet; and able to use school's ICT resources and systems.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name (print): \_\_\_\_\_

Job title: \_\_\_\_\_

**5. Authorised Signature**

I, as Head Teacher/Network Manager, approve this user to be set-up on the school systems relevant to their role

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name (print): \_\_\_\_\_