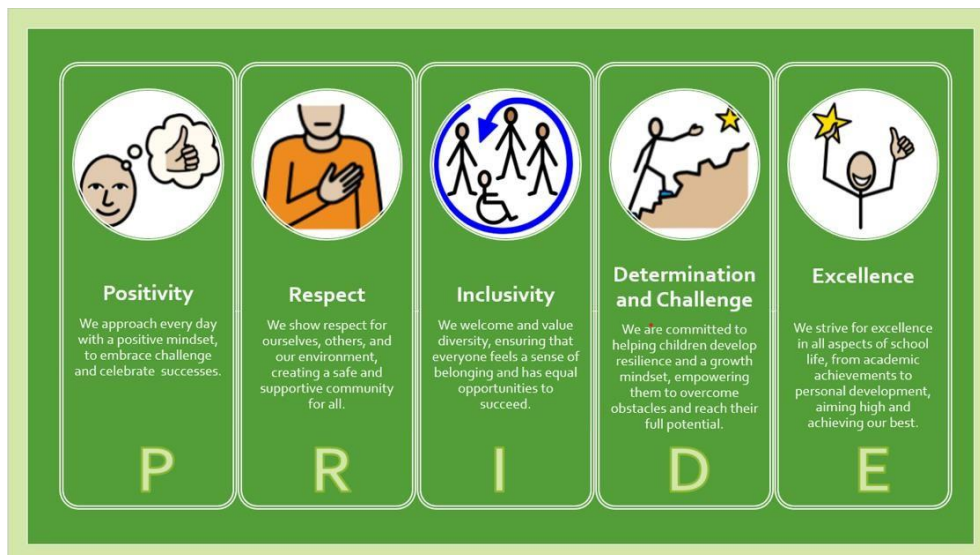


Gastrells Community Primary School



ACCEPTABLE USER POLICY



Approved by:

Standards

Date: May 25

Next review due by:

May 27

Schools are required to have in place online platforms for the delivery of remote and blended learning; this is likely to include online meetings, tutorials and pastoral care involving staff and children. This provision at Gastrells will be delivered primarily through the use of Microsoft Teams. The provisions of this Acceptable User Policy still apply; should any variation be required for operational reasons, staff should seek approval from the DSL or DDSL before proceeding.

Staff, Governor (and Volunteer) Acceptable User Policy Agreement Template

New 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.

All staff will be required to sign as having read, understood and accepted the Acceptable User Policy Agreement prior to using digital technology in their professional capacity at Gastrells Community Primary School.

This Acceptable User 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 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 pupils learning and will, in return, expect staff and volunteers to agree to be responsible users. This Agreement applies to the use by staff and volunteers of all digital hardware devices (including laptops, mobile phones, memory sticks, e- devices and any other device with internet or digital capacity) and software.

Remote Learning

Where children are being asked to learn online at home, the Department of Education has provided advice to support schools and colleges do so safely and with due regard to the Safeguarding priority. Sources of advice and support are included in "Keeping Children Safe in Education 2022", both at Para 139, and in sections titles 'Additional advice and support: online safety', and 'Remote education, virtual lessons and live streaming'.

Acceptable User 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 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.

For my professional and personal safety:

- I understand that the *school* will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE (Virtual Learning Environment) etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are intended for educational use.
- 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.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the Headteacher.
- I will follow the statutory guidance set out in Keeping Children Safe in Education (2022 and any sequel) for remote learning activities. In particular, I am aware of the support and guidance set out in and in sections titles 'Additional advice and support: online safety', and 'Remote education, virtual lessons and live streaming'.

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 I 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 school's policy on the use of digital / video images. (link to GDPR). I will not use my personal equipment to record these images, unless I have permission to do so, and if I do so I will the transfer any images taken onto school device or e platform as soon as possible and thence delete the original images from my personal equipment. Where these images are published (e.g. on the school website or on social media) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school for my personal use.

- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities and I will not use social media to befriend children at Gastrells Primary School.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of Gastrells Community Primary School:

- When I use my mobile devices (laptops/ipads/tablets/mobile phones/USB devices etc) 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 also follow any additional rules set by the *school* about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up.
- I will not try to 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 try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have 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 will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any 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 or Local Authority Personal Data Policy (or other relevant 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. All emails containing personal data must be using school e mail address or. if to outside agencies, egress or password protected.
- I understand that data protection policy requires that any staff or student/pupil data to which I have access, will be kept private and confidential, except when it is 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.
- I understand that data protection policy requires that any staff or student/pupil data to which I have access, will be kept private and confidential, except when it is 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.

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 that I am responsible for my actions in and out of the *school*:

- I understand that this Acceptable User Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable User Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors or the 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 digital technology 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.