



## Pioneer House High School: Staff ICT Acceptable Use Policy

### Acceptable Use Agreement for staff

Technology is a valuable tool for education and an important part of our students' lives. We encourage the use and teaching of ICT. All members of staff (including part time workers and volunteers) are responsible for helping us maintain user safety and the school's reputation, as well as fulfilling any legal requirements.

This Acceptable Use Policy (AUP) is part of our induction process. We also ensure that all staff and volunteers receive regular and up to date training and information on all issues related to use of ICT in the school.

It is important that all our members of staff are aware that their behaviour online both in and out of school can have an impact on their role and reputation, and the reputation of the school. All staff must read, understand and sign this Acceptable Use Policy before being given access to any of the schools' ICT systems.

#### **Our Acceptable Use Policy has been developed to ensure:**

- that all members of staff are fully aware of their professional responsibilities when using ICT and the school systems.
- that our ICT systems and users are protected from accidental or deliberate misuse that could put the security of our systems and users at risk.
- that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

#### **Acceptable Use Policy Agreement**

This is not an exhaustive list and all staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the law.

- I understand that the term ICT include networks, data and data storage, online and offline communication technologies and access devices and includes use of mobile phones, tablets and social networking sites.
- I understand that my use of the information systems, internet and email may be monitored and recorded to ensure my compliance with this policy.
- I have read and understood the online safety policy.
- My use of ICT will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work and will be in accordance with the school Acceptable Use Policy and the law.
- My electronic communications with students, parents/carers and other professionals will only take place via a school email address or telephone number and I will communicate in a professional manner at all times.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use.



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- I will respect system security and I will not disclose or write down any password or security information. I will use a 'strong' password (A strong password contains a combination of numbers, letters and symbols, with 8 or more characters and does not contain real words) and ensure that I log out correctly from any systems after use.
- I will not install any purchased or downloaded software or hardware without permission from the system manager. In addition, I will not open hyperlinks or attachments in emails unless they are from a trusted source.
- I will ensure that any personal data of students, staff or parents/carers is kept in accordance with the Data Protection Act 2018 and the GDPR (See Data Protection and Handling Policy). Any images or videos of students will only be used as stated in the School Image Use Policy and will always take into account parental consent when necessary.
- I will not store documents that contain school-related sensitive or personal information on any personal devices unless they are secured and encrypted. I will protect the devices in my care from unauthorised access or theft.
- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- I will respect copyright and intellectual property rights.
- I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the designated person as soon as possible.
- I will report any data breaches to the School Data Protection Officer as soon as I am aware of the breach.
- I will not create, upload, download, access or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role or the school into disrepute.

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

Signed: ..... Print name: ..... Date: .....

*A copy of this document will be kept on your staff file.*

Policy written: September 2018

Policy ratified by governors: *to be ratified at LGB meeting October 2018*