Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Five Acre Wood School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for students, you will be asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Five Acre Wood School expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within Five Acre Wood School professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies**.**

2. I understand that Five Acre Wood School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school Child Protection and Online Safety policy, Staff Code of Conduct and Remote/online Learning AUP.

3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of school devices and systems

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones and internet access, when working with pupils.

5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed by members of staff. Staff are permitted to bring personal devices on site and wear smart technology, for example smart watches. These devices must be switched to silent mode and/or stored safely in lockers. Devices may be accessed by staff while on break/lunch. Devices must not be accessed while working with pupils. In exceptional circumstances and with advance permission from SLT, personal devices may be carried on person. Five Acre Wood school accepts no liability for personal devices which are brought onto site, lost or damaged.

6. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.

Data and system security

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
    - I will use a ‘strong’ password to access school systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system.
    - I will protect the devices in my care from unapproved access or theft, for example not leaving devices visible or unsupervised in public places.

8. I will respect school system security and will not disclose my password or security information to others.

9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT Helpdesk, helpdesk@five-acre.kent.sch.uk

10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.

11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the school information security policies.

    - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.

- Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.

12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school provided VPN.

13. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.

14. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

15. I will not attempt to bypass any filtering and/or security systems put in place by the school.

16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the IT Helpdesk helpdesk@five-acre.kent.sch.uk as soon as possible.

17. If I have lost any school related documents or files, I will report this to the IT helpdesk and school Data Protection Officer (Sarah Costain) as soon as possible.

18. Any images or videos of pupils will only be used as stated in the school Image Use policy. I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where pupils and/or parent/carers have given explicit written consent.

Classroom practice

19. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by Five Acre Wood School as detailed in the Child protection and Online safety Policy, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.

20. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to

illegal, inappropriate or harmful material, I will report this to the DSL and IT helpdesk helpdesk@five-acre.kent.sch.uk in line with the school Child protection and Online safety policy.

21. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in Child protection and Online safety Policy and Remote learning AUP.

22. I will promote online safety with the pupils in my care as appropriate to their understanding and developmental stage and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
    - exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
    - creating a safe environment where pupils feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
    - involving the Designated Safeguarding Lead (DSL) or a deputy as part of planning online safety lessons or activities to ensure support is in place for any pupils who may be impacted by the content.
    - informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
    - make informed decisions to ensure any online safety resources used with pupils is appropriate.

23. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

Mobile devices and smart technology

24. I have read and understood the school Social Media, Mobile and Smart Technology policy which addresses use for staff.

25. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct and the school Social Media, Mobile and Smart Technology policy and the law.

Online communication, including use of social media

26. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the Child Protection and Online Safety policy, Staff Code of Conduct, Social Media, Mobile and Smart Technology policy and the law.

27. As outlined in the staff Code of conduct and school Social Media, Mobile and Smart Technology policy:
    - I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
    - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.

28. My electronic communications with current and past pupils and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
    - I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
    - I will not share any personal contact information or details with pupils, such as my personal email address or phone number.
    - I will not add or accept friend requests or communications on personal social media with current or past pupils and/or their parents/carers.
    - If I am approached online by a current or past pupils or parents/carers, I will not respond and will report the communication to my line manager and (Sarah Costain) Designated Safeguarding Lead (DSL).
    - Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL and/or the HR department

Policy concerns

29. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

30. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

31. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

32. I will report and record any concerns about the welfare, safety or behaviour of pupils or parents/carers online to the DSL in line with the school child protection policy.

33. I will report concerns about the welfare, safety, or behaviour of staff online on the Myconfide platform or directly to HR, in line with school Child Protection policy and/or the Allegations Against Staff and/or Low Level concerns policies.

Policy Compliance and Breaches

34. If I have any queries or questions regarding safe and professional practise online, either in school or off site, I will raise them with the DSL and/or the headteacher.

35. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

36. I understand that if the school believe that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, the school may invoke its disciplinary procedures as outlined in the Staff Code of conduct.

37. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the Staff Code of conduct.

38. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Five Acre Wood Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member:
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Signed:
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Date
(DDMMYY)……..……
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