



Special Partnership Trust



STAFF AND VOLUNTEER ICT ACCEPTABLE USE POLICY

Date Last Reviewed: November 2019

Interim Review: June 2020

Review Date: November 2021



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Staff and Volunteer ICT Acceptable Use Policy

This should be read in conjunction with the Safeguarding Policy and Disciplinary Policy.

Policy Statement

The Special Partnership Trust's ICT resources are provided to facilitate a person's essential work as an employee within the Trust. The Trust seeks to provide a professional working environment for its staff. The Trust values its ICT systems as important business assets. The objectives of this policy are to ensure as far as reasonably possible:

- The Special Partnership Trust's ICT systems including email and the internet ensure practices are as safe, secure and as effective as possible
- The Trust is protected from damage or liability resulting from the use of its facilities for purposes contrary to the law of the land or any agreement under which the Trust or its systems operate

Introduction

New technologies are integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and digital information and communication 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 have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure that:

- staff and volunteers are responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use;
- Trust ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- staff are protected from potential risk in their use of ICT in their everyday work which may include home-learning packages designed for identified pupils.

The Trust will try to ensure that there is good access to ICT to enhance work and learning opportunities for all. We expect staff and volunteers to agree to be responsible users.

ACCEPTABLE USE POLICY AGREEMENT

I understand that I must use Trust ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will educate the young people in my care in the safe use of ICT and embed on-line safety in my work with young people. I will adhere to any further protocols/ guidance implemented by the Trust in accordance to any changes outside of their control – e.g. – use of technology to promote home learning when pupils are not able to attend school realising this will uphold any revised safeguarding guidance published. I will immediately seek further advice and guidance from the Trust if I am less certain of any revised information published or safe ways to proceed.

For my professional and personal safety:

- I understand that the Trust may monitor my use of the ICT systems, email and other digital communications;
- I understand that the rules set out in this agreement also apply to use of Trust ICT systems (e.g. laptops, Ipads, email etc) out of Trust;
- I understand that the Trust ICT 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 this policy.
- I will not disclose my username or password to anyone else, and will not try to use any other person's username and password;
- I will immediately report any illegal, inappropriate or harmful material, including emails of a sexual, radical/ extreme or racist nature, or incident, I become aware of, to the persons responsible for safeguarding.
- I will adhere to all guidance published when using on-line resources/ packages to deliver home learning to any pupil in my charge, following such protocols provided by the Trust
- I will immediately report if any such home-learning protocols have been compromised, providing full factual details to the Trust which will enable a full investigation

I will be professional in my communications and actions when using Trust 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 Trust's policy on the use of digital/ video images. If these images are published electronically it will not be possible to identify subjects unless this has been sanctioned.
- I will ensure that any photographs I take, do not include subjects that I do not have permission to photograph, particularly with regard to children in the background. I

will not publish any such photographs unless I have permission to do so for all subjects.

- I may use a personal digital camera, but its use should be limited wherever possible.
- I will not take any images of pupils or Trust activities using the camera on a mobile phone.
- I will adhere to the SPT use of mobile phone/ personal devices policy
- I will only use chat, blogs and social networking sites in school in my social time (break and lunchtime and not in the same room as any pupils). I will not befriend pupils in or out of school.
- I will not use a Trust email address for personal emails
- I will not engage in any on-line activity that may compromise my professional responsibilities or bring the Trust into disrepute
- If leaving my PC for some time I will make sure I lock it to secure my documents
- I ensure I will take care of all Trust data (including photographs stored on a Trust camera/ memory card) and will report this if mislaid to the Headteacher of the school

The Trust has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Trust

- If I want to use my personal hand held/ external devices (PDAs/ laptops/ iPad/ mobile phones /USB devices etc) on the Trust network, or with Trust equipment, I will need the prior agreement of the network support staff and I will follow the rules set out in this agreement, in the same way as if I was using Trust equipment. I will also follow any additional rules set by the Trust 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 only use my personal hand held/ external devices (PDAs/ laptops /iPad/ mobile phones/ USB devices etc) during my social times (break and lunch time) unless, in an exceptional circumstance, I have prior permission from my line manager.
- I will not allow any personal devices (PDAs/ laptops/ iPad/ mobile phones/ USB devices etc) to be used by pupils. Any equipment shortfall will be referred to the ICT technical staff for assistance.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes; if my work-based computer has been compromised I will report this with immediate effect to the ICT technical staff seeking immediate assistance
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, extreme/ radical materials, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others and I understand that all incidents will be reported to the Police and I will be suspended from my post pending investigation.

- I understand that I can use the staff proxy to access resources, which would have otherwise been filtered. I may use this facility as a teaching tool e.g. using a 'you tube' video to support the pupil's learning. I will only use materials which I have previously vetted. I understand that it is my responsibility to ensure that the resources I use are appropriate and unharmed. Staff proxy systems are monitored.
- I will never allow pupils to have access to the staff proxy and it must not be accessible from the desktop via a short cut or any other means.
- I will not try to upload, download or access any materials which are 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 by prior arrangement with the Network Manager) 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 copy, install or attempt to install programmes of any type on or from a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in Trust policies;
- I will not disable or cause any damage to Trust 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 GDPR Act. Where personal data is transferred outside the secure Trust network, I understand that it must be encrypted. I must only use an encrypted USB for Trust documents.
- I understand that GDPR policy requires that any staff or 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 Trust policy to disclose such information to an appropriate authority;
- If I have information which suggests the SPT GDPR policy has been compromised I will report this immediately to the Communication & Information manager of the Trust for their full investigation and any subsequent actions/ investigations which may be required
- I will immediately report any damage or faults involving equipment or software.
- I will not use the Trust system to run a private business.
- I will not use the Trust systems for online gambling or illegal file sharing.

When using the network/ internet in my professional capacity or for Trust 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 will not visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

*Child sexual abuse images, *promotion or conduct of illegal acts, *adult material that potentially breaches the Obscene Publications Act in the UK, *promotion of any extremism/ radicalisation *criminally racist material, *pornography, *promotion of any kind of discrimination, *promotion of racial or religious hatred, *threatening behaviour, including promotion of physical violence or mental harm, *any other information which may be offensive to colleagues or breaches the integrity of the ethos of the Trust or brings the Trust into disrepute.

I understand that I am responsible for my actions in and outside of the Trust and that

- This Acceptable Use Policy applies not only to my work and use of Trust ICT equipment in the Trust, but also applies to my use of Trust ICT systems and equipment outside of school and my personal equipment in school or in situations related to my employment by the Trust;
- If I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action as outlined in the Trust disciplinary policy and the on-line safety policy. This could include a warning, a suspension, and referral to Trustees and in the event of illegal activities, involvement of the police.

Reporting

- If I find inappropriate/ harmful/ obscene/ extreme material on any device I will switch off the monitor or remove the device from the pupil/ situation and report it immediately.
- I will always report anything I find/ know about that is inappropriate, harmful, obscene, extreme to the safeguarding staff on a reporting form or in the on-line safety logbook.
- I will NEVER delete any history on any device.

Declaration

I have read and understand the above and agree to use the Trust ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the Trust) within these guidelines.

Name:	Position:
Signed:	Date: