



**Policy name:**  
**ACCEPTABLE USE POLICY**

**Governor Approval Date: Spring 2024**

**Review Date: Spring 2026**

## **1. Introduction**

Digital technology has become such an important aspect of everyday life, including education. These technologies are powerful tools that open opportunities for everyone. As the use of technology and social media inside and outside of the classroom increases, it is important for staff and students to ensure that these technologies are used in a safe and appropriate manner.

This policy aims to ensure that staff are aware of their obligations regarding safe and appropriate use of the internet, social media and other technologies.

## **2. Purpose and Scope of this Policy**

The purpose of this policy is to ensure that:

- 2.1 Staff and volunteers will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- 2.2 School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- 2.3 Staff are protected from potential risk from the use of ICT in their everyday work.
- 2.4 The School will endeavour to ensure that staff and volunteers will have access to ICT to enhance their work, to enhance opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

This policy sets out what is deemed to be acceptable use of the technology, internet and systems. Within the terms of acceptable use, there are things that must not be done whilst using/accessing the technology, internet and systems.

- 2.5 This policy is applicable to all staff employed by the school including permanent, temporary, contracted and supply staff, as well as all volunteers.

## **3. Relationship with other policies**

- 3.1 This policy should be read in conjunction with the following policies:
  - E-Safety Policy
  - Data Protection Policy

## **4. Roles and Responsibilities**

- 4.1 All staff have a responsibility to ensure that they follow this policy.
- 4.2 It is the responsibility of the Headteacher to ensure that this policy is up to date and circulated to all staff.

## **5. Acceptable Use Agreement**

- 5.1 I understand that I must use the 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.
- 5.2 I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.
- 5.3 I understand that the school will monitor my use of the ICT systems, email and other digital communications, this includes the monitoring of all internet and email traffic, for the purposes of ensuring my personal and professional safety and the safety/security of the systems.
- 5.4 I understand that this agreement applies to my use of the internet and all School ICT systems and devices, including laptops, iPads, software, portals, emails and social media.
- 5.5 I understand that this agreement applies to my use of the internet and all School ICT systems whether these are being used/accessed on or off School premises.
- 5.6 I understand and acknowledge that the school internet and ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use if this, and other associated policies, permit such use.
- 5.7 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 in an unencrypted form. I will not allow anyone to use the internet or network using my username and password.
- 5.8 I will take appropriate steps to ensure the security of the ICT systems is upheld by locking the device when it is left unattended on School premises.
- 5.9 I will not leave ICT systems unattended if they are taken off School premises.
- 5.10 I will immediately report any illegal, inappropriate or harmful material or incidents, that I become aware of, to the appropriate person.
- 5.11 I will not access, copy, remove or otherwise alter any other user's files, without their express permission

- 5.12 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.
- 5.13 I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with any policy on the use of digital video/images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the website / social media) it will not be possible to identify by their full name, or other personal information, those who are featured unless specific permission has been obtained for this.
- 5.14 I will only use social networking sites in the course of my employment in accordance with this policy and the Data Protection Policy.
- 5.15 I will only communicate with students and parents / carers using official School systems. Any such communication will be professional in tone and manner.
- 5.16 I will not engage in any online activity that may compromise my professional responsibilities.
- 5.17 When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc...) in the 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 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. In the case of USB devices, I will not save any confidential data onto a non- encrypted device.
- 5.18 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).
- 5.19 I will ensure that any data which is not stored on the school network is regularly backed up, in accordance with relevant policies where applicable.
- 5.20 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 materials that 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.
- 5.21 I will not try (unless I have permission) to make large downloads or uploads that might take up system capacity and prevent other users from being able to carry out their work.

- 5.22 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 the school policies and permission is given by the Network Manager. I will seek consent from the ICT Team/ headteacher/ Data Protection Officer (DPO) prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- 5.23 I will not disable or cause any damage to Walkeringham Primary School equipment, or the equipment belonging to others.
- 5.24 I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Data Protection 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.
- 5.25 I understand that the Data Protection Policy requires that any staff or student 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.
- 5.26 I will immediately report any damage or faults involving equipment or software.
- 5.27 I will ensure that I have permission to use the original work of others in my own work.
- 5.28 Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- 5.29 I will ensure that any content subsequently played or distributed to students/pupils is age appropriate for the audience it is played/distributed to.
- 5.30 I will ensure that I log out and shut down the laptop or IT equipment whenever I have finished using it and will lock the device whenever it is left unattended.
- 5.31 I will take reasonable precautions to ensure that any school devices (laptops, tablets, cameras, removable media, or phones) are stored in a secure manner when taken off site (home/ other location). I will not store devices in a car overnight or be left in sight when not in use, e.g. by a window or on the back seat of a car.
- 5.31 I understand that this Acceptable Use Policy applies not only to my work and use of School ICT equipment within the school, but also applies to my use of School ICT systems and equipment off the premises. This policy also applies to my use of personal equipment on the premises or in situations related to my employment by the School.

- 5.32 I will report any suspicious activity or any breach of my personal security in relation to the access to the internet or ICT systems to a member of the IT team and the DPO as soon as I discover such activity or breach.
- 5.33 I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

## **6. Social Media Communications**

- 6.1 I must not mention the school in any capacity when using personal social media such as Facebook, Twitter and YouTube or any other online publishing websites.
- 6.2 I must not use social media tools to communicate with current or former pupils (under the age of 18) unless it is a school social media platform, and the communication is permitted by, and relevant to, my employment with the school. I will be mindful of maintaining professional conduct if personal circumstances lead to an online association through a social networking site.
- 6.3 I will only access social media sites during teaching hours for work related activities.
- 6.4 If I experience any derogatory or slanderous comments relating to the school, colleagues or my professional status, I will take steps to preserve evidence and notify the IT Team/ Senior Management.
- 6.5 I will ensure that any posts made on the website or social media or via electronic communication, by myself or the pupils in my care, will not damage the reputation of the school.

## **7. Email Communication**

- 7.1 I will use my school email address for all work-related email correspondence including with staff, parents or other agencies and I understand that any use of the school email system will be monitored and checked. I will under no circumstances use my private email account for any school-related business.
- 7.2 Email communication between staff and pupils or members of the wider school community must be professional and related to school matters only.
- 7.3 In line with clause 5.18 above, I will take care in opening any attachments or clicking on any links sent via email. I will only open emails and associated attachments or links from trusted senders.
- 7.4 Emails sent to external organisations will be written carefully. If necessary, I will carbon copy (cc) the headteacher, deputy headteacher, team leader or another suitable member of staff into the email.

- 7.5 I will access my school email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention. I understand that I am not expected to read or respond to emails outside of my working hours. I understand that if I choose to respond to an email outside of my working hours, I will not expect another member of staff to respond outside of their working hours.
- 7.6 During teaching hours and around pupils, I will not access personal emails either on a school device or a personal device.
- 7.7 I will not access any sensitive or confidential work emails in the presence of others who are not authorised to see the content of such emails.
- 7.7 Emailing parents by bulk should be done using the BCC to protect parents' email accounts/ details or notifications should be sent specifically by the Parent App.

## **8. Complaints**

- 8.1 Any complaints about the staff/volunteer use of technology, the internet or systems, should be addressed to the Headteacher.

## **9. Breaches of this policy**

- 9.1 Any breach of this policy is initially investigated by the Headteacher, in line with the Disciplinary Policy.

## **10. Review**

- 10.1 This policy should be reviewed biennially.

## **Staff Agreement**

I have read and understand the terms of this policy relating to my use of technology, websites, social media and email within school.

I agree to adhere to the terms of this Acceptable Use Policy agreement.

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

Staff name:

Signed:

Date: