



Stonesfield Primary School
Learning together to achieve our best

ACCEPTABLE USE POLICY for Staff and Volunteers

Date adopted by governors: March 2022

Date of review: March 2025

OUR VISION

We are living in an increasingly connected world where, alongside the benefits of access to technology, come increased risks to all users, particularly children. 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 have an entitlement to safe internet access at all times. All members of the school community will be educated about the benefits and risks of using internet technologies and electronic communications. The school will provide safeguards and awareness for users, to enable them to control their online experience safely.

AIMS OF THE POLICY

- Staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- School ICT (information and communications technology) 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 risks in their use of ICT in their everyday work.

The school will aim to ensure that staff and volunteers will have good access to ICT 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.

Staff and volunteers are required to read this policy annually and sign the *Acceptable Use Policy Consent Form* (see p4). Staff and volunteers should understand that this Acceptable Use Policy applies not only to work and use of school ICT equipment in school, but also applies to use of school ICT systems and equipment off the premises and use of personal equipment on the premises or in situations related to employment by the school.

Staff and volunteers failing to comply with this Acceptable Use Policy Agreement could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.

RESPONSIBILITIES OF STAFF AND VOLUNTEERS

Safe use of ICT systems

- To comply with the rules set out in this agreement when using school ICT systems (for example, laptops, email, iPads and other electronic devices) both in and out of school, and to the transfer of personal data (digital or paper based) out of school.
- To comply with a request from the school leadership to monitor use of the ICT systems, email and other digital communications in appropriate circumstances.
- To use the school ICT systems primarily for educational use and only use the systems for personal or recreational use within the policies and rules set down by the school.
- To keep usernames and passwords confidential.
- To use secure passwords and not to store passwords in a shared device. *[A strong password consists of at least six characters that are a combination of uppercase / lowercase letters, numbers and symbols (@, #, \$, %, etc.)]*
- To only use own logins to access online resources.
- To immediately report any illegal, inappropriate or harmful material or incident to a Designated Safeguarding Lead or member of the school's leadership team at the earliest opportunity.
- To report incidents of concern regarding children's safety to one of the school's Designated Safeguarding Lead or a member of the school's leadership team.
- To promote e-safety with pupils and help them to develop a responsible attitude to system use and to the content they access or create.
- To not access, copy, remove or otherwise alter any other user's files, without their express permission.
- To comply with rules set out in this agreement when using own mobile devices (laptops, mobile phones, iPads, USB devices) in school, in the same way as if using school equipment. In addition, to comply with any additional rules set by the school about such use.
- To ensure that any devices are protected by up-to-date anti-virus software and are free from viruses.
- To avoid opening 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).
- To refrain from accessing 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.
- To refrain from installing or attempting to install programs of any type on a machine, or store programs on a computer,
- To refrain from altering computer settings unless agreed by 123ICT or headteacher.
- To refrain from causing any damage to school equipment, or the equipment belonging to others.
- To refrain from using any programmes or software that might allow me to bypass the filtering/ security systems in place to prevent access to such materials.
- To immediately report any damage or faults involving equipment or software, however this may have happened to the headteacher.

Communication

- To communicate with others in a professional manner, to respect different opinions of others, and to refrain from using aggressive or inappropriate language.
- To ensure that, when taking or publishing images of others, permission is obtained and images are used in accordance with the school's policy on the use of digital/video images. Where these images

are published (e.g. on the school website, in weekly newsletter) it will not be possible to identify by name, or other personal information, those who are featured.

- To not use personal equipment to record or store images.
- To only communicate digitally with pupils and parents/carers using the official school systems (office email, parentmail, Google Classroom).
- To avoid engaging in any online activity that may compromise my professional responsibilities.

Data Protection and Copyright

- To transport, hold, disclose or share personal information as outlined in the school's Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be stored on Google Drive. Paper based protected and restricted data must be held in lockable storage.
- To store data in line with school's Data Protection Policy which requires that any staff or pupil data, will be kept private and confidential, except when it is deemed necessary to disclose such information to an appropriate authority by law or by school policy.
- To keep stored data secure using password protection and, if using a school laptop outside of school, refrain from leaving the laptop unattended.
- To comply with copyright laws and ensure that permission is obtained when using the original work of others. Where work is protected by copyright or intellectual property rights, this will be respected by not downloading or distributing copies (including music and videos).

RESPONSIBILITIES OF HEADTEACHER

- To provide safe and secure access to technologies for pupils and staff.
- To ensure staff, visitors and volunteers understand their responsibilities regarding use of technologies.

Related policies:

- E-safety policy
- Data Protection Policy



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ACCEPTABLE USE POLICY CONSENT FORM for Staff and Volunteers

It is a mandatory requirement that all members of staff and volunteers at Stonesfield Primary school have read and agree to adhere to both the school's E-safety Policy and the Acceptable Use Policy.

I have read both the school's E-safety Policy and Acceptable Use Policy, understand my responsibilities and agree to adhere to all requirements.

I understand that the school will take every reasonable precaution, including use of monitoring and filtering systems, to ensure safety during use of the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet and using mobile technologies.

I understand that my activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the E-safety policy or Acceptable Use Policy.

I agree to the school taking and using digital or video images of me, and understand that the images will only be used to support pupils' learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Name: _____

Signed: _____

Date: _____