



Ref:	<b>047-2019</b>
Author:	<b>Mick Truman</b>
Issued:	<b>2015</b>
Reviewed by:	<b>Joy Kent / Mick Truman</b>
Next review:	<b>July 2021</b>
Approvals:	<b>Approved by SENDAT Provision Committee at their meeting on: 03.10.2019</b> This document needs to be referred to the governing body following major changes.
Directors	<b>Received by SENDAT Full Trust Board: 16.10.2019</b>

## SENDAT ACCEPTABLE USE OF IT POLICY FOR STAFF AND VOLUNTEERS

[This policy should be read alongside the SENDAT Statement of Intent](#)

### 1. Organisation Policy

New technologies which are constantly evolving have become integral to the lives of children and young people in today's society, both within places of learning and in their lives outside school. 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 should be provided with safe internet access at all times when using SENDAT email and other IT systems.

### 2. This Acceptable Use of IT Policy is intended to ensure that:

- Staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- SENDAT IT systems and technologies 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 technologies in their everyday work.

SENDAT and all its constituent schools/other provisions will try to ensure that staff and volunteers will have good access to appropriate technologies to enhance their work, to enhance learning



opportunities for students' learning. In return, staff and volunteers are required to be responsible users at all times.

### **3. Acceptable Use Policy Agreement**

I understand that by signing the agreement at Annexe 1, I give my assurance that I will use all IT systems and technologies in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems, technologies and other users. I recognise the value of the use of technologies for enhancing learning and will ensure that pupils/students receive opportunities to gain from the use of all technologies. I will, where possible, educate the young people in my care in the safe use of technologies and embed e-safety in my work with young people.

#### **For my professional and personal safety:**

- I understand that the school will monitor my use of the IT systems, email and other digital communications
- I understand that the rules set out in this agreement also apply to use of school IT systems and technologies (eg. email, equipment like laptops, cameras, etc.) out of school, and to the transfer of personal data (digital or paper based) out of school. This includes use of mobile phones to access the school's email and other IT systems.
- I understand that the school IT systems and technologies 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 the school.
- 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 where it is possible that someone may steal it
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person (DSL if appropriate).
- I will immediately report any potential or actual breach of Data Protection regulations to the Head of School/Provision or any other member of the Senior Leadership Team.

#### **4. I will be professional in my communications and actions when using school IT systems and technologies:**

- 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 school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have express permission to do so from a member of the senior leadership team. Where these images are intended to be published (eg on the school website) permission needs to be sought from parents/carers.



- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils/students and parents/carers using official school systems. Any such communication will be professional in tone and manner. *Staff need be aware of the risks attached to using their personal email addresses mobile phones/social networking sites with regard to their professional reputation*
- I will not engage in any on-line activity that may compromise my professional responsibilities (*eg, being 'friends' with pupils at school or ex-pupils on my Facebook profile*)

## **5. SENDAT and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Trust's constituent schools and other provisions:**

- When I use my mobile devices (PDAs/laptops/mobile phones/USB devices, etc.) in 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 additional 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.
- 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)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies
- 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 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 I have permission) 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 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 school policies
- I will not disable or cause any damage to school 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 school's Data Protection Policy (or other relevant 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
- I understand that data protection policy requires that any staff or student/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 school policy to disclose such information to an appropriate authority. **See also SENDAT Information Management Policy with reference to GDPR**



- I will immediately report any damage or faults involving equipment or software, however this may have happened

## **6. When using the internet in my professional capacity or for school 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)

## **7. Mobile technologies and Data Protection regulations (including GDPR):**

- Microsoft Office 365 is used as the email system in SENDAT currently. PC and other technologies are provided for staff to access communications and information for use in their role in a professional capacity.
- SENDAT acknowledges that it may be convenient for staff to use their own devices to receive Trust communications.
- To support confidentiality issues and to adhere to any future changes to data protection regulations, staff are required to password protect their devices.

## **8. I understand that I am responsible for my actions in and out of the school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school IT equipment (technologies) in school, but also applies to my use of school IT systems and equipment (technologies) off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that when using IT equipment (including mobile phones) at any location, I must ensure that the Trust's data cannot be accessed by any other individuals (including but not limited to family, friends and/or other members of my household)
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. ***This could result in a warning, a suspension, referral to the Directors and/or the Local Authority and in the event of illegal activities the involvement of police***



## ANNEXE 1

### Acceptable Use Policy - Agreement for Staff and Volunteers

*Please read this document and declaration below carefully. Please sign and return to the office.*

**I have read and understand the above and agree to use the school facilities, it's IT and my own devices within these guidelines.**

Name: .....

Role: .....

Signed: .....

Date: .....

**PLEASE RETURN THIS SIGNED DECLARATION TO EITHER THE SCHOOL OFFICE OR DIRECTLY TO THE SENDAT HR MANAGER**