



Arthur Terry
**Learning
Partnership**

Policy: Acceptable Use Policy – Staff

Aim: Acceptable use of ICT systems and services across the Arthur Terry Multi-Academy Trust

Document Control

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ATLP Policy

The internet and ICT systems at the Trust provide a powerful and valuable teaching tool and are integral parts of both staff and students' lives in and out of school.

Powerful ICT tools bring opportunities to have a hugely positive effect on teaching and learning inside the Trust and should be available to all users at all times.

These guidelines apply to all employees who have access to email, the internet, computer systems, tablets, memory sticks, mobile phones and/or any other electronic devices being used while on school premises or school owned equipment at any time and in any place.

This Acceptable Use Policy is intended to ensure:

- That ATLP staff will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That users are protected from potential risk in their use of the technology available

The Trust will endeavour to ensure that ATLP staff have good access to digital technology to enhance their work and that all systems will be kept up to date and protected against viruses and third-party threats.

The Trust will, in return, expect staff to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand and accept that the Trust will fully monitor my use of the school digital technology and communications systems.
- I understand that if my activity causes any concerns, safeguarding software installed across the Trust may automatically alert appropriate safeguarding specialists who may choose to investigate depending on the content of the alert.
- I understand that the rules set out in this agreement also apply to use of ATLP provided ICT technologies (e.g. laptops, email, ATLP data etc.) out of school, and to the transfer of personal data (digital or paper based) out of 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 access it. **I will ensure that my password for any ATLP system is not the same as any other password I use for any other system outside of ATLP.** I understand my password will automatically expire and I must reset it to a different password according to Trust ICT policies.
- I will always lock or sign out of any device I am not actively using or will be leaving unattended.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, my line manager or appropriate person.
- I will immediately report and potential data breaches to the Headteacher/GDPR Nominated contact.
- I understand that if I leave the ATLP, all my digital accounts will be suspended and my data deleted at the Trust's discretion.

I will be professional in my communications and actions when using ATLP 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 Trusts GDPR policy guidance on consent for digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so.

- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with students and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities. This includes canvassing, lobbying, advocacy, or personal endorsement that has not been ratified by Trust Senior Management.

The ATLP Trust have a responsibility to provide safe and secure access to technologies and ensure the smooth running of the Academies:

- When I use my personal digital device (e.g. personal laptop/tablets/phones) in school, I will follow the rules set out in this agreement, in the same way as if I was using ATLP 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 not use personal email addresses for academy/Trust ICT services nor to register for any services on behalf of the school.
- 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 contact the ICT Support team for advice
- I will ensure that I place my data in my approved areas (my Home Directory/OneDrive area) or a shared area if appropriate and I have been given access. If I house data anywhere else other than these approved locations I understand that the ATLP ICT service will not back it up and I will take responsibility for backing up any such data. I will not house any personal data on any ATLP system.
- I will not try to upload, download or access any materials which are illegal (any data 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 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 I have been given permission to.
- I will not disable or cause any damage to school/academy equipment, or any equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the ATLP Data Protection GDPR Policy Where digital personal data is transferred outside the secure local network, you must take the necessary steps to ensure that the data is shared securely by either encrypting, password protecting or the use of office365. Paper based Protected and restricted data must be held in lockable storage.

- I understand that GDPR law 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 ATLP policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will immediately report any loss of equipment for whatever reasons in line with the ATLP Insurance Claim and Incident protocol

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).

I understand that I am responsible for my actions inside and outside of the ATLP Trust:

- I understand that this Acceptable Use Policy applies not only to my work and use of ATLP digital technology equipment in school, but also applies to my use of ATLP systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by ATLP
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the DfE and in the event of illegal activities the involvement of the police.

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

Staff/Volunteer Name:

Signed:

Date: