



Acceptable Use Policy

Last reviewed:	July 2023
Next review date:	July 2026
Approved by:	Trust Board 3/7/23
Trustee Minute No:	0333.13

Staff Acceptable Use Policy Agreement

This Acceptable Use Policy is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- That school/Trust systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of technology in their everyday work.

The Trust will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for students/pupils and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school/Trust 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 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 that QEGSMAT will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of staff and student/pupil personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use.
- 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.
- I will ensure that I do not leave any device unlocked while unattended.

I will be professional in my communications and actions when using QEGSMAT ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language.

- 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 Data Protection Policy.
- I will only use social networking sites for school business in accordance with the Trust's policies.
- I will only communicate with students, parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not use any non-school issued email account to communicate school business matters.
- I will not engage in any online activity that may compromise my professional responsibilities.

The Trust have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the schools in the Trust:

- When I use my mobile devices (laptops/tablets/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 Trust about such use.
- 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 understand that data in the appropriate place is backed up and secure. Data stored elsewhere might not be backed up.
- I will not try to upload, download or access any materials which are illegal or inappropriate (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) 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.
- When using a Trust device I will not install or attempt to install programmes of any type, store programmes on the device, nor will I try to alter the device setting.
- 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 Trust policy to disclose such information to an appropriate authority.
- When I require personal data from outside the organisation's premises, I will use secure remote access.
- I will only store personal data on encrypted and password protected school* equipment/media. (*Personal equipment/media can only be used with prior permission from the school's Data Protection Coordinator).
- **I will immediately report any suspected data breach to the school's Data Protection Coordinator.**
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

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 in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school/academy digital technology equipment in school, but also applies to my use of Trust systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the Trust.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

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: