

PEGS

On line safety – Staff Acceptable Use Agreement

Acceptable Use Policy Agreement

I understand that I must use school 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. I recognise the value of the use of ICT for enhancing and learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. 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.

For my professional and personal safety

I understand that the school will monitor my use of the ICT systems, email and other digital communications.

I understand that the rules set out in this agreements also apply to the use of school ICT systems (e.g. Laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.

I understand that the school ICT systems 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.

I will not refer to students/pupils/parents/carers or school staff when using social media.

I will not engage in online discussion on personal matters relating to members of the school community.

I understand that personal opinions should not be attributed to the school and should not bring the school into disrepute.

I will regularly check security settings on personal social media profiles to minimise the loss of personal information.

All work related emails will be sent using the school email system.



Professional communication

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. I will appreciate that other 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 school's 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 school website) it will not be possible to identify by name, or other personal information, those who are featured. Photographs taken in school are the property of the school and should not be downloaded onto my equipment without express permission from the Headteacher and they should not be stored on my equipment.

I will never use chat and social networking on my own devices in working hours.

I will only communicate with students/pupils and parents/carers using official school systems and no forms of social media. 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 or the good name of the school.

Bring your own device

All devices brought from home will be password protected, encrypted and free from any inappropriate content.

I will ensure that my devices are given to the network technician to ensure they use the school filtering system.

Any device loss, theft, change of ownership will be reported to the ICT Co-ordinator.

Ensure that you have made all the appropriate measures to keep your device virus-free (install virus software, choose a secure operating system etc.)

When using the internet in my professional capacity

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, videos, software).



Safe use of technology

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. Chargers should be PAT tested.

In lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for the dealing with any unsuitable material that is found in the internet search.

I will use school email addresses on the school ICT systems. In some cases my personal email will be used by agreement with the Headteacher.

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 programs).

I will ensure that my data is regularly backed up, in accordance with relevant school policies – see computer disaster recovery plan.

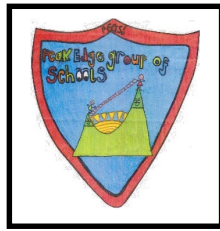
I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or any inappropriate material which may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials – if this happens or I inadvertently access inappropriate material then I will immediately report it to the network administrator and child protection officer.

I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.

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 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.

I understand that the 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 the school policy to disclose such information to an appropriate authority (freedom of information policy).



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

Use of digital and video imaging

When using digital images, staff should inform and educate students pupils about the risks associated with taking, using, sharing, publishing and distributing images. In particular, they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social networking sites, nor should parents/carers comment on any activities involving other students/pupils in the digital/video images.

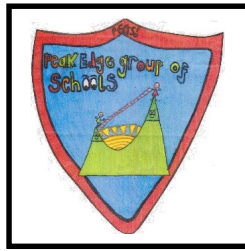
Staff and volunteers are allowed to take digital/ video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes, unless express permission is given by the Headteacher – in which case all images should be transferred to school equipment and removed from personal equipment.

Care should be taken when taking digital/video images that students/pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Photographs published on the website, or elsewhere that include students/pupils will be selected carefully and will comply with expectations of good practice in school.

Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

Pupil's work can only be published after discussion with the student and with their permission.



Staff on line Safety Acceptable Use Policy Agreement

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 ICT equipment in school, but also applies to my use of school ICT systems and equipment 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 if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include being given a warning. The matter may be referred to the Governors at the school for a decision on disciplinary action which may involve suspension or dismissal. The Local Authority may be involved, and in the event of illegal activities there will be the involvement of the police.

I have read and understand the above and agree to use the school ICT 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

Dated