

# Testwood School

## Staff (and Volunteer) Acceptable Use Policy



Key Responsibility area:	AS
Last Review:	February 2024
Next Review:	February 2025

### Revision History

Version	Date	Amendments	Initials
V1.1	08/18	Addition of Paragraph 9. Telephone recording	AS
V2.0	08/20	Reviewed and Updated	AS
V2.1	08/22	Changed Governors to Trustees/ added Paragraph 11c	AS
V2.2	01/23	Revision dates changed	AS
V2.3	02/24	Revision dates changed	JB

## School Policy

1. New technologies have become integral to the lives of children and young people in today's society, both within schools / academies 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 have an entitlement to safe access to the internet and digital technologies at all times.
2. This Acceptable Use Policy is intended to ensure:
  - a. 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.
  - b. that Testwood systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
  - c. that staff are protected from potential risk in their use of technology in their everyday work.
3. Testwood 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* learning and will, in return, expect staff and volunteers to agree to be responsible users.

## Acceptable Use Policy Agreement

4. 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 students in my care in the safe use of digital technology and embed online safety in my work with the students.
5. For my professional and personal safety:
  - a. I understand that Testwood will monitor my use of the school digital technology and communications systems.
  - b. 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 personal data (digital or paper based) out of school.

- c. I understand that Testwood's digital technology 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.
  - d. 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.
  - e. I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
  - f. I will not use the school's facilities to undertake any trading, gambling, other action for personal financial gain, or political purposes, unless as part of an authorised curriculum project.
6. I will be professional in my communications and actions when using Testwood's ICT systems:
- a. I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
  - b. 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.
  - c. 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 permission to do so. Where these images are published (e.g. on the school website / school social media) it will not be possible to identify by name, or other personal information, those who are featured.
  - d. I will only use social networking sites in school in accordance with the school's policies. See Testwood's Social Media, Code of Conduct policy and Cyber bullying, practical advice for Testwood staff.
  - e. I will only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner. See Testwood's Code of Conduct policy and Cyber bullying, practical advice for Testwood staff.
  - f. I will not engage in any on-line activity that may compromise my professional responsibilities.
7. Testwood has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the School:
- a. 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 Testwood equipment. I will also follow any additional rules set by the Testwood about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
  - b. I will not use my phone for personal use whilst teaching.
  - c. I will not use personal email addresses on the school's ICT systems. 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)
  - d. I will ensure that my data is regularly backed up.
  - e. 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.
  - f. 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.
  - g. 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.

- h. I will not disable or cause any damage to school equipment, or the equipment belonging to others. This includes, but not limited to; stickers, drawing/graffiti, scratching/etching, removal of official labels and stickers.
  - i. I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data 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.
  - j. I understand that data protection policy requires that any staff or 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.
  - k. I will immediately report any damage or faults involving equipment or software, however this may have happened.
8. When using the internet in my professional capacity or for school sanctioned personal use:
- a. I will ensure that I have permission to use the original work of others in my own work
  - b. Where work is protected by copyright, I will not download or distribute copies (including music and videos).
9. The school network is monitored for misuse and any evidence of failure to comply with the Acceptable Use Policy shall be pass to the Headteacher for review.
10. The school telephony system is monitored. All inbound, outbound and internal calls are recorded. Staff are expected to abide by the school's Code of Conduct when using the telephones. Calls may be reviewed in the event of complaints and/or reports of abusive behaviours by non-Testwood staff, to assist with investigations. Only the Head teacher, in the presence of the Finance Director, will access the recordings. They shall notify those concerned if calls are used for investigations.
11. I understand that I am responsible for my actions in and out of Testwood.
- a. I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school 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.
  - b. 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 Trustees and in the event of illegal activities the involvement of the police.
  - c. I understand that if I am issued school devices, such as (but not limited to) laptops and other peripherals (including but not limited to mice, keyboards and adapters), I am responsible for care of the devices and agree to carrying in cases or holders as supplied.

This policy was approved by the Board of Trustees and will be reviewed annually.

# Testwood School

## Staff (and Volunteer) Acceptable Use Policy

*(Please complete this slip and return to IT Department. The policy should be retained by you for future reference)*



I have read and understand the Acceptable Use Policy and agree to use Testwood 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: .....