

School Policy

This Acceptable Use Policy reflects the school e-safety policy. The school will ensure that staff and volunteers will have good access to IT to enable efficient and effective working, to enhance learning opportunities for pupils and will, in return, expect staff and volunteers to agree to be responsible users. **The Head teacher devolves responsibility for operational matters relating to this policy to the Technician in charge (technical matters) and the Child welfare Officer (welfare and relations).** Where 'staff' are referred to in this document this refers to all staff including those contracted on a daily basis

Scope of Policy

This Acceptable User Policy (AUP) policy applies to staff, volunteers and guests who have access to and are users of school IT systems and to school related use of IT systems outside of school.

My Responsibilities

I agree to:

- read, understand, sign and act in accordance with the School e-Safety policy
- report any suspected misuse or concerns about e-Safety to the e-Safety Leader
- monitor IT activity in lessons, extracurricular and extended school activities
- model the safe use of IT
- refrain from publishing any information that: may be offensive to colleagues, may breach the integrity of the ethos of the school or may bring the school into disrepute (this includes personal sites)

Education

- I understand that I am responsible for the e-Safety education of students
- I will respect copyright and educate the students to respect it as well

Training

- I understand that I will participate in e-Safety training annually
- I understand that it is my responsibility to request training if gaps in my abilities are identified

Cyber Bullying

- I understand that the school has a zero tolerance of bullying. In this context cyber bullying is seen as no different to other types of bullying.
- I understand that I should report any incidents of bullying in accordance with school procedures

Technical Infrastructure

I will not try to by-pass any of the technical security measures that have been put in place by the school. These measures include:

- the proxy or firewall settings of the school network (unless I have permission)
- not having the rights to install software on a computer (unless I have permission)

- not using removable media (unless I have permission)
- Use of Passwords
 - I will manage my use of passwords in accordance with the school e-safety policy
 - I will never log another user onto the system using my login
- Filtering
 - I will not try to by-pass the filtering system used by the school
 - If I am granted special access to sites that are normally filtered I will not leave my computer unsupervised
 - I will report any filtering issues immediately
- I understand that the school will monitor my use of computers and the internet

Data Protection

- I will work at all times in accordance with the school's data protection policy

Use of digital images

I will follow the school's policy on using digital images making sure that:

- only those pupils whose parental permission has been given are published
- I will not use full names to identify people

Communication

I will be **professional** in all my communications and actions when using school IT systems.

Email

- I will only use the school provided email for school matters
- I will not open any attachments to emails, unless the source is known and trusted (due to the risk of the attachment containing viruses or other harmful programmes).

Social Media

- I will ask permission of IT technical support before I use social media with pupils or for other school related work

Personal Publishing

- I will follow the e-safety policy concerning the personal use of social media

Mobile Phones

- I will not use my personal mobile phone during contact time with students
- I will not use my personal mobile phone to contact pupils or parents
- **Where child safety issues arise on school trips use of phone communication will be at the discretion of the staff leading the trip**

Reporting incidents

- I will report any incidents relating to e-safety to the IT Manager.
- I will make a note of any incidents in accordance with school procedures
- I understand that in some cases the Police and other specified organisations may need to be informed

Sanctions and Disciplinary procedures

- I understand that there are regulations in place when pupils use IT and that there are sanctions if they do not follow the rules.
- I understand that if I misuse the School IT systems in any way then there are disciplinary procedures that will be followed by the school.