



## **Durham Trinity School and Sports College.**

### **Staff/Governors and Volunteer Acceptable Use Agreement.**

#### **School Policy**

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.

This Acceptable Use Policy aims to ensure that:

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

The school will try to ensure that staff/governors and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff/governors and volunteers to agree to be responsible users whose ICT use is consistent with the Law, appropriate policies and the school ethos.

#### **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 pupils 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 that the school 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 personal data (digital or paper based) out of school.
- I understand that the school 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.
- I will take an active part in all training or professional development opportunities which are offered to support and enhance my understanding of Online Safety or Digital Technologies. This will including highlighting to the Safeguarding Team if I feel more support or training on a particular area of Online Safety.
- 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 understand that I must know and contribute to the school's filtering and monitoring systems as detailed in the school's Online Safety Policy, Filtering and Monitoring Plan and Keeping Children Safe in Education.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

**I will be professional in my communications and actions when using school 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 log off or lock devices when I am not using them to ensure security of the content accessible on these devices.
- 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. 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.
- I will only use social networking sites in school in accordance with the school's policies. I will not communicate with pupils, ex-pupils and parents or carers using social media. I will share any pre-existing relationships with parents/carers with the Online Safety Lead and the Headteacher.

- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. I will not use a personal device for communication with parents.
- I will not engage in any online activity, both inside and outside of the school, that may compromise my professional responsibilities.
- If I choose to access the school guest WIFI, I will ensure my use is professional at all times and that any websites or apps which may be inappropriate for the workplace are closed prior to entry to the school site.

**The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- I will follow any additional rules set by the school's Online Safety Policy with regards to the use of personal mobile phones and other devices. I will ensure that any such devices are protected by up to date anti-virus software and free from viruses.
- I will not use personal email addresses on the school 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). If I have any concerns about emails received I will voice these concerns to the appropriate member of staff.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- 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.
- I will not try (during school hours) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- 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 permission has been granted by a member of the Senior Leadership Team.
- I will not disable or willingly 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 / LA GDPR 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. Personal information will not be held any longer than is necessary.
- I understand that the GDPR policy requires that any staff or 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.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will report all incidents of concern regarding children's online safety to the Safeguarding Team as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the Online Safety Lead or the IT Technical Team as soon as possible.

**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 the school:**

- I will keep any personal mobile devices in a safe and secure place (locker or locked cupboard) when engaging in contact time with pupils unless in exceptional circumstances agreed by the Headteacher. Personal mobile phones/devices should not be visible to pupils.
- If I choose to wear a smart watch, I agree that all camera functions, messaging and call services and notifications will be disabled when engaging in contact time with the pupils.
- I will only use my mobile phone/smart watch in designated areas of school such as offices, the staff room or the staff car park.
- I will not use any personal mobile devices to take photos of pupils under **any** circumstances.
- I will ensure security measures such as a pin number, facial recognition or a finger print are in place on any personal devices.
- 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.
- 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 Local Authority 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 / Governor Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Updated: September 25

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Date: \_\_\_\_\_