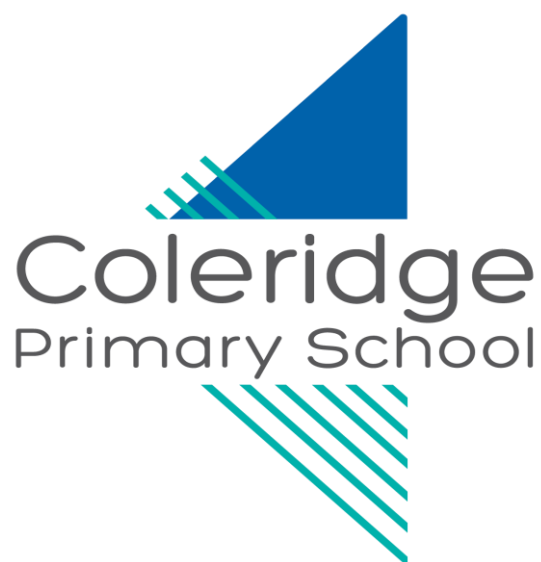


# Acceptable Use Policy



**Coleridge Primary**

**2020-2021**

## **Introduction**

Written – June 2020

To be reviewed – July 2021

Technology has become embedded in the lives of children and young people in today's society within schools and in the child's home life. The internet and other digital communications technologies are powerful tools which are gateways to opportunities across the world. The technologies in use can stimulate discussions to promote creativity, awareness of context and promote effective learning. They also bring opportunities for staff to be more creative and ultimately more productive in work.

As such an important tool, all users should have access to digital technologies and are entitled to a safe and supportive environment.

### **This acceptable use policy is intended to:**

- ensure that staff and volunteers are responsible and exercise safe practices whilst using digital technologies for education, personal and recreational use
- protect systems and users from misuse (both accidental and deliberate) that could put the security of systems and users at risk
- guide staff in the safe uses of technology in their everyday work

The school will endeavour to ensure that staff and volunteers have good access to digital technologies to enhance work and learning opportunities for staff and volunteers alike. In return, the school expects staff and volunteers to agree to be responsible users.

### **Policy agreement**

As a member of staff or volunteer at this school, I understand that I must use technology in a responsible way to ensure that there is no risk to my safety or the safety and security of others. I recognise the value of digital technologies and will ensure that children receive opportunities to gain from the use of these technologies in a safe and supporting environment. I will, where possible, educate the children in my care about the safe and responsible use of technology including the implementation of the E-Safety policy.

### **For professional and personal safety:**

- The school / academy will monitor my use of digital technologies and communications systems
- The rules set out in this agreement apply to all of the technologies (e.g. laptops, emails and the school VLE) supplied for my use outside of school
- I understand that the school's technology systems are for educational use only and are not intended for my personal use
- I understand that I should not disclose my username and password to anyone else
- I understand that I should not use another person's username or password
- All storage devices and technology intended for use outside of school (e.g. staff laptops) should be encrypted
- I will not write down any password
- I will immediately report any illegal, inappropriate or harmful material I become aware of to the appropriate person

### **Professional conduct when using technology:**

- I will not access, copy, remove or alter any other users files without their express permission
- 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 will communicate in a professional manner and not use aggressive or otherwise inappropriate language
- I will ensure that when I take images or videos of others I will do so with their (or their parent, carer or guardians) permission to do so and I will store them in a safe and secure manner (e.g. on the schools shared areas or the VLE)
- I will only use social networking sites in school for educational purposes
- I will only communicate with children, parents, carers or guardians through the school office, year group email or Class Dojo, and any such communication should be using a professional manner and tone
- I will not open hyperlinks, emails or attachments unless the source is known and trusted
- I will not try to upload, download or access and materials which are illegal or inappropriate
- I will not use personal emails within school
- I will not engage in any online activity that will compromise my professional integrity or responsibilities
- I will not install or attempt to install programmes of any type nor will I alter the settings of the computer

### **The school's responsibility to provide secure access to technologies:**

- Any technology in school will be protected by appropriate and up-to-date anti-virus software
- Any online website used to support home learning will be fully GDPR compliant and agreed for use by LT
- School email addresses will be provided and under no circumstances should personal email addresses be used for professional communications
- Data will be regularly backed up in accordance with the relevant policies and procedures in place
- Electronic communication with children, parents, carers or guardians will be through the school office, Year group email or Class Dojo, and any such communication should be using a professional manner and tone
- Transportation of information, personal or otherwise, shall be done using encrypted means (e.g. secure emails, encrypted memory sticks etc) and ICT support staff will be available to encrypt removable devices
- A school fault reporting system will be in place for staff to report issues promptly

### **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 / academy digital technology equipment in school, but also applies to my use of school / academy 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 / academy
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include (schools / academies

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should amend this section to provide relevant sanctions as per their behaviour policies) a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.