

DIOCESE OF
ST ALBANS
MULTI-ACADEMY TRUST

Staff ICT Acceptable Use Policy/Agreement

This policy is a mandatory policy for all DSAMAT Academies and must be implemented with no amendments.

CONTENTS	PAGE NO:
1. Introduction	3
2. Data Protection	3
3. Student Protection	3
4. Reporting of Incidents	4
5. Conduct	4
6. Use of Academy IT Systems	5
7. Respect of Academy Resources	5
8. Use of Social Networking and Online Forums	6
9. Portable Electronic Devices and Laptops	7
10. Monitoring and Review	7

1. Introduction

- 1.1 Technology is continually evolving and becoming more integral in professional use, including in schools and academies. The internet is a powerful technology and we try to provide as much freedom as possible in terms of its use. All users should remain safe at all times when accessing the internet and other digital mediums.
- 1.2 All members of staff and volunteers using ICT equipment within the Diocese of St Albans Multi-Academy Trust (referred to from now as “Trust”) must ensure that they abide by the Staff ICT Acceptable Use Policy/Agreement.
- 1.3 This policy is intended to ensure:
- Staff and volunteers are responsible users and remain safe when using the internet and other communications technologies for educational, personal and recreational use.
 - The Academy and school computer systems and their users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
 - Staff are protected from the potential risk in their user of technology in their everyday work.
 - The Academy will endeavour to ensure that staff and volunteers will have good access to digital technology and mediums to improve their work, and the learning opportunities for students’ education. In return, staff and volunteers are expected to agree to be responsible users.

2. Data Protection

- I understand that I must not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the IT infrastructure of the Trust
- I understand that I must not allow any student to use my personal login for any of the ICT systems for any reason
- I understand that I must take every reasonable precaution to secure any data or equipment that I remove from the Trust’s premises
- I understand that equipment removed from site will be my personal responsibility and I am advised to check that its loss or damage is covered by my personal insurance
- I understand that the Trust can and will monitor any data on the network to ensure policy compliance, and to aid in resolving network issues as efficiently as possible
- I understand the importance of protecting sensitive data such as student data by not leaving information available and unattended on any device, whether on or off Trust premises
- I understand that any IT systems provided by the Trust are primarily intended for educational use and that any use, professional or recreational, will be within the policies set by the Trust

3. Student Protection

- I understand that students must be supervised at all times when in an ICT suite
- I understand my role regarding acceptable use and my role in enforcing it

- I will escalate non-compliance by members of staff, volunteers or students in accordance with Trust policy
- I understand that I have a duty to remind students of appropriate use of internet technologies on a regular basis
- I understand that I should guide students in their exploration of the internet
- I understand that I should promote the idea of students “thinking before they click” in an effort to reduce any incidents of inappropriate material being viewed and make students aware of what they should do in the event of seeing inappropriate material
- I understand misuse by students should be sanctioned by normal departmental procedures and where necessary, escalated to the appropriate person(s) (Secondary Schools only).

4. Reporting of Incidents

- I will inform a member of IT Networks Support of any websites accessible from within the Trust which I feel are unsuitable in any way for student access
- I will inform a member of IT Networks Support immediately of abuse of any ICT system(s), software or hardware, providing name(s) and location(s) where available
- I will inform a member of IT Networks Support of any inappropriate content suspected to be on any ICT system. This extends to, but is not limited to, email, documents and pictures.
- I will report any breaches, or attempted breaches, in security to IT Networks Support immediately

5. Conduct

- At all times, I will conduct myself professionally during computer usage. This includes being polite and using the system in a safe, legal and appropriate manner. Among uses that are considered unacceptable are the following: Using, transmitting or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist or defamatory language or materials. Making ethnic, sexual-preference or gender-related slurs or jokes.
 - I will respect, and not attempt to bypass, security or access restrictions in place on the computer system
 - I will not access, copy, remove or otherwise alter any other user’s files without their express permission
 - I will respect copyright and ensure I do not use any information breaching copyright law. Where work is protected by copyright, I will not download or distribute copies (including music and videos). I will not take copies of music CDs or videos and place them on the Trust’s IT systems, unless the appropriate licenses have been purchased to make such copies.
- When I use any personal handheld / external devices (laptops, mobile phones, USB devices or tablet devices) on the Trust’s IT infrastructure, I will follow the rules set out in this agreement, in the same way as if I was using the school’s equipment. I will follow any additional rules set by the Trust pertaining to such use. I will not connect any personal equipment directly to the network infrastructure.

- I will not retain any images on personal equipment. Where these images are published and can be seen outside of the Trust's firewall, such as on the individual school's website and/or VLE, it will not be possible to identify by name or other personal information, those who are featured.
- I understand that it is not acceptable to use my personal email account to communicate with students
- I will ensure that when I publish any material which includes photographs of students or colleagues, I have ensured that their written permission has been sought before they are used

6. Use of Academy IT Systems

- I will not open any attachments to emails where the source is not known and cannot be trusted, due to the risk of the attachment containing viruses or harmful software
- I will try not 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 programs or software that might allow me to bypass the filtering or security systems in place to prevent access to such materials.
- I will not disclose or share any personal information about any student or employee to anyone outside of the Trust. Exceptions will include the Police and social services as outlined in the individual school's Data Protection policy.
- I understand that data transferred outside of the Trust's secure network, must be encrypted and not sent by email

7. Respect of Academy Resources

- I will not try (without permission) to make large downloads (greater than 500mb) or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not take up internet capacity by continuous streaming of live radio or live video over the internet, which has the effect of preventing others from being able to carry out their work effectively
- 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 understand that all software is installed by IT Networks Support and any plans for new software should be discussed with them before any purchase is considered
- I will not add any hardware to the system, including laptops, printers or scanners
- I will not disable or cause any damage to Trust equipment belonging to others
- I will endeavour to use the resources in an economical way and use the appropriate equipment wherever possible
- I will ensure that I do not waste resources by printing multiple copies to printers and use photocopiers instead

- I will check my email on a regular basis and clear messages so that my mailbox does not become full

8. Use of Social Networking and Online Forums

- I will take care when using social networking websites such as Facebook or Twitter, even when using social networks in my own time using personal equipment. Social Networking sites can invite users to participate in an informal manner that can leave you open to abuse, and often do not discern between adult users and children.
- I will not allow any student to access personal information I post on a social networking site
- I will not under any circumstances have current students as “friends” on any social media site. It is also strongly advised that staff do not have any former students as “friends” on any social media site.
- I am aware that when using my personal social media sites that I must make sure that I have appropriate privacy settings for my account as well as for specific content I share with others
- I am aware that, for my own protection, I should maintain a clear distinction between personal and professional uses
- I am aware that I must not use social media to connect with students in any way that allows me to access their personal information/data/images – or vice versa
- I will not communicate with any student using personal systems, including personal phones, or tablet devices and public web spaces (including, but not limited to, Facebook or Twitter). The only exception may be when on official business (D of E; school trips).
- I am aware that when I use social media networking sites, what I say and the content I share is being put into the public domain. I am aware that I should not post comments or content that could cast me, the students, colleagues, the school or the Trust in a negative light. I am aware that the Trust may impose the Staff Disciplinary procedure in cases where a staff member has caused reputational damage or brought the school or Trust into disrepute.
- I will not use the Trust’s IT resources to access chat and social media networking sites
- I understand that the Trust strongly advises I should have tight security on any social networking site of which I am a member and that I must protect my professional identity online
- I will not have any photographs or statements on public view that would put my professionalism into question
- I am aware that if, through using social media, I become aware of anything that gives me cause for concern about a student, I must report this to the Safeguarding Officer or a member of the SLT at earliest opportunity
- I am aware that if a student or parent makes contact with me via social media to discuss an individual matter, I should move this conversation off the social media platform and onto an established school channel (school email system or telephone)

9. Portable Electronic Devices and Laptops

- 9.1 Ownership: The equipment remains the property of the Diocese of St Albans Multi-Academy Trust and must be returned when available or at the end of employment. The device is provided for work purposes and should only be used for work. Use of the device must comply with the Data Protection Act, Computer Misuse Act and copyright laws.
- 9.2 Backup: Backing up and storing data on the device is your responsibility. You should conduct frequent back-ups of all data. In the event of a hardware or software fault, it may be necessary to reset the device to its original state resulting in loss of data.
- 9.3 Insurance: You will ensure that you take good care of the device and all reasonable precautions to ensure the device is not lost, stolen or damaged. The device is a part of the Diocese of St Albans Multi-Academy Trust's insurance and inventory; therefore, you must comply with the following:
- Device within school: Your device must never be left unattended while on school premises, unless it is locked away and secured. Devices must not be left unattended in classrooms or in the staff room.
 - Device within the home: Measures should be taken to keep the device safe within the home. It should be kept out of public view and away from hazards which could affect the performance or overall health of the device, such as wet or hot areas.
 - Device within a vehicle: The device is insured during transit between school and home, and vice versa. The device must not be left unattended in a vehicle, even if it is in the boot.
 - If a device is lost or stolen, you must inform IT Networks Support. If the device is lost or stolen outside of school then it is your responsibility to report the matter to the Police as well as IT Networks Support. Any Police paperwork should be shown to IT Networks Support for inventory and insurance purposes.
 - Devices must be made available to IT Networks Support for Portable Appliance Testing on an annual basis.

10. Monitoring and Review

- 10.1 The Trust has delegated to the Finance and Operations Committee the responsibility for reviewing the implementation and effectiveness of this policy. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.
- 10.2 The policy will be reviewed every three years or if there are changes to the relevant legislation.

Staff ICT Acceptable Use Policy/Agreement

I understand that I am responsible for my actions in and out of the work environment.

- I understand that this Staff ICT Acceptable Use Policy/Agreement applies not only to me whilst in work but also applies to my use of the Trust’s IT infrastructure and equipment outside of work
- I understand that if I use internet based systems out of work that I must take care not to undertake any activity which contravenes any current legislation which could affect my employment within the Trust (including, but not limited to, offensive comments on social media sites, reposting of offensive or potentially inciting comments or images)
- I understand that my use of personal equipment in school is also covered by this policy
- I understand that any failure to comply with this Staff ICT Acceptable Use Policy/Agreement, could result in disciplinary action being taken.

I confirm that I have read and understood the Staff ICT Acceptable Use Policy/Agreement and will abide by the terms and conditions of use.

Name (Printed):

Signed:

Date:

Portable Electronic Device and Laptop (Where applicable)

I confirm that I have received a device with appropriate software installed and agree to abide by the terms and conditions of use as set out in the Staff ICT Acceptable Use Policy/Agreement.

Name (Printed):

Signed:

Date: