



IT & Media Acceptable Use Policy - Staff

The school provides a range of technologies (hereby referred to as “IT & Media Services”) including PC’s, Laptops, Wired and Wireless Networks, Telecommunications, VLE, Email and Applications, to support teaching and learning. These technologies offer access to a vast amount of information which can be either locally stored, or available on remote networks such as the Internet.

IT & Media Services are provided and maintained for the benefit of all Newquay Tretherras Users (students, staff and visitors), and are intended to be freely available by all.

It is a user’s responsibility to access and use IT & Media Services appropriately and only to aid teaching or learning, not for excessive recreation or personal gain.

Access to IT & Media Services must be within UK Law and specifically adhere to the terms set out in this policy.

This Acceptable Use Policy is intended to ensure:

- 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.
- that school IT & Media Services systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of IT & Media Services in their everyday work.

The school will try to ensure that staff and volunteers will have good access to IT & Media Services 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

I understand that I must use school IT & Media Services systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT & Media Services systems and other users. I recognise the value of the use of IT & Media Services for enhancing learning and will ensure that students receive opportunities to gain from the use of IT & Media Services. I will, where possible, educate the young people in my care in the safe use of IT & Media Services and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor the use of its IT & Media Services.
- I understand that the rules set out in this agreement also apply to use of school IT & Media Services out of school.
- I understand that the school IT & Media Services 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 not disclose my username or password to anyone else, nor will I try to use any other person’s username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident that I become aware of, to the Director of IT & Media Services or the Headteacher.

I will be professional in my communications and actions when using school IT & Media Services 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 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.
- I will only use chat and social networking sites in school in accordance with the school’s policies. Use of social networking outside of school will be in line with professional standards and not bring the school or myself in to disrepute. I will not add current students as ‘friends’ or communicate privately with them on social networking sites. (The exception to this type of communication will be any school-based / approved public profiles where communication is not ‘private’)

- I will not communicate with students and parents/carers using personal email or social networking accounts.
- I will only communicate with students and parents/carers in line with the schools communication policy
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school has a responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal mobile / external devices (laptops / mobile phones/ tablets / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school IT & Media Services systems.
- 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 programs.
- I will ensure that my personal 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 programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- 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.
- I will not install or attempt to install programmes of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will not disable or 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 Personal Data Policy.
- Non-confidential data may be transferred by removable media (USB/CD/DVD), but confidential data may not. Confidential data must be transferred securely via an online delivery method (RM Secure Net / School email). Any removable media used for such purposes must be encrypted and authorised by the Director of IT & Media Services.
- I understand that data protection policy requires that any staff or student 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.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

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
- Where work is protected by copyright, I will not download or distribute copies (including pictures, music and videos).

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of IT & Media Services equipment in school, but also applies to my use out of 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 in the event of illegal activities the involvement of the police.



IT & Media Acceptable Use Policy - Staff

I have read and understand the above and agree to adhere to the conditions set out in the Acceptable Use Policy.

Staff / Volunteer Name

Signed

Date

Please return your completed forms to the IT & Media Services office.