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## **Clitheroe Pendle Primary School Staff (and Volunteer) Acceptable Use Policy Agreement – September 2023**

### **School Policy**

New technologies have become integral to the lives of children and young people in today’s society, both within schools 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 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 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 technology in their everyday work.

The school will try to ensure that staff 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 and volunteers to agree to be responsible users.

### **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. I will remind the pupils in my care about school access and internet filtering and monitoring.

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

* I understand that the school will monitor my use of the school digital technology and communications systems and that daily reports are produced for our DSL and e-safety team.
* I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE, iPad, etc.) out of school, ie remote learning and to the transfer of school related 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 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 will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

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* I will not use/access my mobile phone around pupils in support of the school’s safeguarding policy. This includes, using mobile technology at a wet playtime, on the yard or other daily task situations. Where it is necessary for such technology to be required for personal or emergency reasons, permission should be sought from Mrs Nunns at the start of the school day.
* Should I need to take equipment in and out of school for the purpose of working from home, I will ensure direct travel from one place to the other, or I will carry equipment safely on my person. It should not be left in a car or visible to the public at any time where it could be removed or stolen.

### **I will be professional in my communications and actions when using school 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. Where these images are published (e.g. on the school website/VLE) 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 accept friend requests from current or previous pupils, except for exceptional circumstances – e.g. the member of staff is a past pupil.
* 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 engage in any on-line activity that may compromise my professional responsibilities.
* I will not use my school email and the Office 365 subscription for any other purposes than in connection with school business and my responsibilities.

### **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:**

* When I use my mobile devices 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 school devices are protected by up to date anti-virus software and are free from viruses.
* 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)
* 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, terrorist or extremist 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 (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 programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
* 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 Pendle’s Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted.
* I understand that our data protection 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 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 endeavour not to use any pen drives/USB drives in school. However, when necessary, I will make sure that these only contain lesson plans, information and materials relating to teaching. THEY MUST NOT CONTAIN ANY PUPIL DATA OR INFORMATION.
* I will use remote learning access or encrypted systems for all information that may be considered confidential or relating to pupil data.

### **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 will monitor all pupil access to the Internet and will not allow the pupils free access via tablets, in class or around the premises. Pupils using the iPads in the corridor will be supervised at all times.
* I will only use You Tube and digital search engines for educational purposes. I will endeavour to ensure that all content is checked before a session. This should also include altered content that pupils may be aware of out of school setting.
* I am aware that school protects pupils and staff by using Netsweeper for internet filtering and the Lightspeed MDM in the running of the iPads. Both of these systems are supported by LCC education services.

### 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 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 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.

**AUP with regards to Remote Learning:**

When creating remote learning content (videos, Teams meetings) content I will try to ensure the following for my safety and the safety of my pupils:

* I will sit against a neutral background
* I will avoid recording in a bedroom where possible (if that's not possible, I will use a neutral background)
* I will dress like I would for school – no pyjamas!
* I will double check that any other tabs I have open in my browser are appropriate for a child to see, if I am sharing my screen
* I will use professional language

When contacting parents by phone, I will try to ensure the following for my protection and the safety of the child:

* I will contact a child or parent through the parent number (unless this itself poses a safeguarding risk) and in all cases I will make sure parents are aware and agree
* I will call in school hours as much as possible
* I will make sure someone else at school is aware, and keep a record of the date and time of each call, where possible
* I will have a parent there at the child’s end, and have the phone on speaker phone, where possible
* I will either use the school phone or I will block my number so parents don't see it. (Parents will be given a heads-up of the call time if blocked numbers are used, so they're more likely to pick up.)
* If possible, I will have another member of staff on the call. (Office staff)

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/Volunteer Name:

Signed:

Date:

\*Policy based on information sourced from SWGfL and The Key