

ICT & Communications Policies Staff/Trustee Acceptable Use Policy

(Virtual Learning Environment to include Internet and E-mail)

2022 - 2023

Next review date: July 2023



This policy has been read and adopted by AAESS Board of Directors and Executive Principal:



For and on behalf of AAESS Board of Directors

Date: July 2022



Mr Andrew Thomas, Executive Principal

Date: July 2022

This Policy applies to use of all aspects of the School's Virtual Learning Environment: email, Internet, & Portal. These facilities are available for the business use of the School only, i.e. for teaching, learning, professional development, administration and finance. The Trustees have approved that these facilities will be available to staff and Trustees, for school work **but not commercial** use, Sunday to Thursday before 0720hr am in the morning, after 1530hr in the afternoon, all day during the holidays and at weekends, subject to the facilities not being in use by the School.

New technologies have become integral to the lives of children and young people in today's society: both within School and in their lives outside school. The Internet and other digital information and communication 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. All users should have an entitlement to safe Internet access at all times.

This Acceptable Use Policy for staff and Trustees is intended to ensure:

- that staff and Trustees will be responsible users and stay safe while using the Internet and other communications technologies for educational and recreational use.
- that the School's ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff and Trustee users are protected from potential risk in their use of ICT in their everyday work.

The School will try to ensure that staff and Trustees users will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and Trustees users to agree to be responsible users.

Please read the Acceptable Use Policy Agreement which begins in the following page and sign and date it to show your understanding and agreement and return to Principal's P.A.

STAFF / TRUSTEES ACCEPTABLE USE POLICY AGREEMENT (to include Internet and E-mail)

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

1. For my professional and personal safety:

a) E-mail privacy cannot be guaranteed. For security reasons, messages transmitted through the school e-mail system or network infrastructure are the property of the school and are, therefore, subject to inspections.

b) I am aware that I have a personal responsibility and hence am potentially liable for the legality, accuracy and confidentiality of statements made in e-mail communications. This will apply irrespective of whether the communications are circulated purely internally within the School or externally via the Internet. I will take the utmost care when composing any e-mail.

c) I understand that the distribution of chain letters, inappropriate humour, explicit language or offensive images is not permitted. I further understand that the terms 'inappropriate' or 'offensive' means anything that is likely to offend the School Executive Committee.

d) I understand that the rules set out in this agreement also apply to the use of school ICT systems (eg, laptops, e-mail etc) out of school.

e) I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use as outlined within this policy.

f) I understand that Websites which incur additional charges will be the responsibility of myself and I will be responsible for these costs unless agreed by SLT in advance.

g) I will not disclose my username or password to anyone else, this extends to CIE, Edexcel access and software purchased by the school, nor will I try to use any other person's username and password.

h) I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to a member of the Leadership Team. This will be in accordance with our Safeguarding policies.

i) I understand that school's intranet or internet connections shall not be used for commercial or political purposes.

j) I will ensure that e-mail messages are sent to only those users who need to know. The transmission of e-mail to large groups, use of email distribution lists or sending messages with large file attachments (larger than 5MB) should be avoided.

k) **Emails to groups of parents will be approved by the Principal or Head of Primary or Secondary before being sent.**

2. I will be professional in my communications and actions when using School ICT systems:

a) I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

b) 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.

c) I will only use chat and social networking sites in school in accordance with School Policy.

d) **Communication with or between staff and parents requiring a response of more than 2 sentences shall result in a reply inviting parents in for a one to one meeting to avoid misunderstanding.**

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

a) When I use my personal hand held / external devices (Personal Digital Assistants PDAs / laptops / mobile phones / 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.

b) I can use personal email addresses on the School ICT systems but should use them in an appropriate environment.

c) I will not open any attachments to e-mails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

d) I will ensure that my school related data is regularly backed up, in accordance with relevant school policy.

e) I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography 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.

f) I will not disable or cause any damage to school equipment, or the equipment belonging to others. This includes but is not limited to:

Projectors

Interactive boards

Laptops and desktops

Tablets and smart phones

Scanners, printers and photocopiers

Peripheral equipment (keyboard, mouse, port replicator, cable connections)

CCTV cameras

Wireless access points

g) I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection Policy. Where personal data is transferred outside the secure school network, it must be encrypted.

h) I will immediately report any damage or faults involving equipment or software, however this may have happened.

4. When using the internet in my professional capacity or for school sanctioned personal use:

a) I will ensure that I have permission to use the original work of others in my own work.

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

c) School software that is installed on School property (laptops, etc) remains the property of the School. I have a responsibility to ensure that copyright, data protection and licensing laws are not breached.

d) I understand that I have responsibility for the safe-keeping of any ICT equipment which I loan from the School and I will ensure that my insurance cover is adequate when I take equipment off site as School Insurance does not cover this. I am aware that many Insurance Companies do not cover equipment stolen from cars.

I understand that any ICT equipment that I take off the School premises must be signed for by the ICT Network Manager, who will make a record of the equipment's serial numbers, etc.

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

- a) I understand that this Acceptable Use Policy applies not only to the use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school.
- b) I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could lose the right to access the system and in the event of illegal activities the involvement of the police.
- c) I understand that all use of the e-mail system and Internet access is recorded and regularly monitored to ensure the systems are being used effectively and in line with this policy. I consent to this monitoring by the signing of this document.

6. Breach of Policy

Although active use of the e-mail system and the Internet is encouraged, abuse of these systems may lead to disciplinary action. Inappropriate use of the systems would include:

- Harassment.
- Personal use of the system during working time without good reason.
- Distributing information through the School system which the recipient may find offensive.
- On-line gambling.
- Accessing, using or printing any material that may cause offence e.g. pornography.
- Downloading or distributing copyright information and/or any copyrighted software.
- Posting unapproved confidential information about other employees, volunteers, the School, students, suppliers, etc.
- Use of the Email system or of the Internet for purposes that any reasonable person would know the School would not approve of.

STAFF / TRUSTEES ACCEPTABLE USE POLICY AGREEMENT

Name: _____

I have read and understood the School's Acceptable Use Policy and will ensure I comply with all the requirements of this Policy.

Signed: _____ Date: _____