

## APPENDIX 1 Staff

<b>AUP Written Date</b>	July 2019
<b>Date of next Review</b>	July 2020
<b>Who review this AUP?</b>	Natalie Dweh & Paulette Williamson



### **Barham Primary School and Nursery**

#### *Staff Acceptable Use Policy of Schools ICT systems*

**0. The computer network and school laptops are owned by the school and are made available to staff to enhance their professional activities including teaching, research, administration and management. I will only use the schools digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.**

#### **General use and email**

- I will access to the school system only via my own authorised username and password, which should not be made available to any other person.
- I understand that the school network, computers and laptops are protected and monitored by security and filtering services, and that internet and network usage can be logged and information made available to my manager on request.
- I will use the schools Learning Platform in accordance with the school and LGFL advice.
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other ICT 'defence' systems.
- I understand that the school reserves the right to examine or delete any files that may be held on its computer network or portable computers.
- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body, and any loaned equipment solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will not support, give a voice, or promote extremist organisations, messages or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will not engage in any online activity that may compromise my professional responsibilities. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- I understand that any misuse of ICT systems will be thoroughly investigated and disciplinary procedures followed, and if necessary through criminal or civil proceedings.
- I understand that Internet activity in school times should be related to staff professional activity or pupils' education.
- I will only use the approved London Mail, Learning Platform Pegasus World, online cloud storage service (name of service, provider etc) and school approved communication systems, to communicate with pupils or parents/carers, and only communicate with them on appropriate school business.
- I understand I am responsible for all email sent and for contacts made that may result in email being received.
- I will ensure copyright of materials must be respected and sources acknowledged when used.

### **Using confidential data in and out of school**

- I will choose a high security password to access the schools ICT systems and ensure the password is kept secure. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- If I have a higher level access to SIMS I will ensure my passwords are changed at least once a term (SLT, Office and welfare staff). I understand that I can ask for assistance in choosing a high security password from ICT support staff and technicians within the school.
- I will ensure all documents, data etc. are saved, accessed and deleted in accordance with the schools network and data security and confidentiality protocols.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I will access school resources remotely (such as from home) only through the LGfL / school approved methods and follow e-security protocols to access and interact with those materials. Other school devices (including laptops, tablets, cameras, USBs)
- I understand that staff will be held accountable for any inappropriate use of the school ICT equipment.
- When requested I will provide school laptops used at home from time to time to enable the laptop anti-virus and anti-spyware software to be updated.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the appropriate system or staff-only drive within school.
- I will only take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc., will not identify students by name, or other personal information.
- I will follow the school's policy on use of mobile phones / devices at school and will only use in staff areas / only use when needed (during 'Lockdown' for example).

### **Staff use of personal devices**

- Staff handheld devices, including mobile phones and cameras are permitted to be used in school to capture images of the children during their learning activities. Any permitted images or files taken in school must be downloaded from the device and deleted from the said device in school once they have been downloaded.
- Staff are permitted to use their own mobile phones or devices in a professional capacity, such as for contacting parents or their families within or outside of the school setting. This is often used for sending and receiving messages via ClassDojo and on educational visits for sending photos of children engaging in activities via email and/or WhatsApp.
- Mobile Phones and personally-owned devices will be switched on and be left on pulsating mode or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or a personally-owned device as part of an educational activity, then it will only take place when approved by the senior leadership team.

- In an emergency a staff member should use their own device and hide by inputting 141 in front of their own mobile number for confidentiality purposes and then report the incident to the Online Safety Officer/Designated Safeguarding Lead/Trainee Headteacher.
- If a member of staff breaches the school policy then disciplinary action may be taken.
- I will ensure that other family members do not make inappropriate use of school devices taken home. I will ensure that any school equipment is kept physically secure and password protected at all times to prevent sensitive data falling into the wrong hands.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line managers/school contact. Use of school equipment to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- I agree to only access my own personal email and only use the internet for personal reasons in my own time and will not post any anonymous messages or forward chain letters.
- I will only communicate with children or their parents for professional reasons via the schools current email and learning platforms e.g. ClassDojo, LGfLmail, and Teacher2Parents.
- I understand that social networking sites such as Facebook and video sharing websites such as YouTube should be used with extreme caution. Contact with children via Facebook etc. is not appropriate. Staff should not access these sites at school and should be aware of the privacy settings when using these sites at home and that those I create or actively contribute to are not confused with my professional role.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role and ensure I know how to use any social networking sites / tools securely, so as not to compromise my professional role.

#### **Online Safety (eSafety)**

- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a member of SLT / named DSL Designated Safeguarding Lead at the school.
- I will log in CPOMS and/or alert the school's named child protection officer / relevant senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.
- I will embed the schools e-safety curriculum into my teaching.
- I will report any serious e-safety concerns to the ICT/e-safety coordinator and log any incidents found by myself or reported by a child to me on CPOMS.
- I will lock the screen or log off my computer on leaving the room so that children do not have access to "staff only" areas or sensitive information (e.g. SIMS App)

***I understand that failure to comply with this agreement could lead to disciplinary action.  
All use of school ICT equipment will be in compliance with the school's Acceptable Use of  
ICT Systems policy, a copy of which is available on request.***

**Signature .....** **Date.....**

**Full Name .....** **(printed)**

**Job title / Role .....**

#### **Authorised Signature (Strategic Leadership Team Member)**

I approve this user to be set-up on the school systems relevant to their role.

**Signature .....** **Date .....**

**Full Name .....** **(printed)**