



Federation of  
Kymbrook & Thurleigh  
Primary Schools

# Acceptable Use Policy for Staff

Excellence – Enjoyment – Enrichment – Equality

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**At the Federation of Kymbrook & Thurleigh Primary Schools, we take all areas of Safeguarding very seriously. In this policy we look in particular at E-Safety. Therefore, this Acceptable Use Policy Agreement is between the school and the staff member to ensure that the school's guidelines in the safe use of ICT and the school's adherence to legislation concerning data protection are followed.**

**As a staff member, for my own professional integrity and personal safety, I will act according to the following guidelines:**

- I understand that I must use school ICT systems in a responsible and safe way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- In using ICT to enhance learning, I will, where possible, teach the young people in my care about the safe use of ICT and embed e-safety in my teaching
- I will play my part in ensuring users are protected from accidental or deliberate misuse of the systems that could put the security of the systems and users at risk
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- 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 within the policies and rules set down by the school.
- I will not disclose my usernames or passwords to anyone else, nor will I try to use any other person's username and password to access systems.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to a member of the Senior Leadership team.
- 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 accept 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 only use chat and social networking sites in school in accordance with the school's policies.
- I will not engage in any on-line activity that may compromise my professional responsibilities or bring the school into disrepute.
- I will only communicate with young people and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I understand that the rules set out in this agreement also apply to the use of school ICT systems (e.g. laptops, email, tablets, etc.) out of school.

### **Personal devices**

- If using my own personal device in school ( e.g. iPads/PDAs / laptops / mobile phones / USB devices etc.), 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 with up to date anti-virus software and are free from viruses.

### **Data management**

- I understand the importance of regularly backing up my work, particularly if it is deemed critical to the business needs of the school and my role
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, 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 programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, unless this has been authorised by the Headteacher and adheres to school policy.
- 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.

### **Data Security**

- I value the personal information entrusted to me and I make sure I respect that trust
- I hold and use personal information according to good practice standards and only for the purpose for which it is processed
- I consider and address the privacy risks first when I am planning to use or hold personal information in new ways, such as when introducing a new system
- I regularly check to ensure that I use correct and up-to-date personal information
- I keep personal information to the minimum necessary and delete it when I no longer need it in accordance with the school's Data Retention Schedule
- I have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands

- If I am aware of a data breach, I will report it to the Senior Leadership Team in accordance with the school's Data Breach Management Policy
- I regularly review my practice concerning the use and protection of personal data and report any concerns to school managers

### **Integrity and Confidentiality**

- I will only disclose or share personal information about myself, or others, as outlined in the School's Privacy Notice with the express permission of the HT
- I understand that the data protection policy requires that any staff or young person's 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.

### **Copyright**

- I will ensure that I have permission to use the original work of others in my own work
- It is my responsibility to understand and comply with current copyright legislation.

*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 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 or in situations related to my employment by the 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.
- I understand that misuse or loss of personal information may be treated as a disciplinary matter if I don't look after personal information properly

**I have read and understand the school's policies concerning the safe use of ICT and data protection and agree to abide by the guidelines contained within them, summarised in this Acceptable Use Policy Agreement.**