



Approved by Governors 10th February 2021
Next Review 2024

Fiveways School Staff, Governors, Volunteer and Guest Information Technology Acceptable Use Policy

School Policy

This Acceptable Use Policy reflects the school Online Safety Policy. The school will ensure that staff and volunteers will have access to technology to enable efficient and effective working, to enhance learning opportunities for pupils and will, in return, expect staff and volunteers to agree to be responsible users.

Scope of Policy

This Acceptable User Policy (AUP) policy applies to staff, volunteers, governors and guests, including work placement/experience students, who have access to and are users of school technology systems, school related use of technology systems outside of school, and make use of social networks personally and professionally.

My Responsibilities

I agree to:

- read, understand and act in accordance with the School Online Safety Policy
- report any suspected misuse or concerns to the Head Teacher, ICT Assistant or the online safety leader or any member of the online safety group
- monitor technology activity in lessons, extracurricular and extended school activities
- model the safe and effective use of technology
- be mindful of the additional safeguarding considerations required if delivering Online/Remote Learning
- demonstrate consistently high standards of personal and professional conduct in relation to use of all IT including but not exclusively social networks, e-mail and phones; making sure that this is in line with school ethos and policies especially at the time of a Critical Incident in and out of school

Education

I agree to:

- provide age-appropriate online safety learning opportunities as part of a progressive online safety curriculum within the school's curriculum areas
- respect copyright and educate the pupils to respect it as well
- teach about the need for using responsible and caring language when communicating with others

Training

I agree to:

- participate in online safety training
- request training if I identify an opportunity to improve my professional abilities

Online bullying

I agree to:

- ensure the school's zero tolerance of bullying. In this context online bullying is seen as no different to other types of bullying
- report any incidents of bullying in accordance with school procedures



Sexting

- I will secure and switch off any device discovered with an intimate sexting image and report immediately to the safeguarding lead.
- I will not investigate, delete or resend the image.

Prevent

- I will continually develop children's ability to evaluate information accessed online.
- I will follow the agreed reporting procedure where children are purposefully searching for inappropriate sites or inadvertently accessing inappropriate sites. Any concerns are recorded using the My Concerns online tool, reported directly to the Headteacher and DSL.

Technical Infrastructure

I understand that the school will monitor my use of computers and the internet. I will not try to bypass any of the technical security measures that have been put in place by the school which include:

- the proxy or firewall settings of the school network (unless I have permission from the Headteacher or ICT Assistant).
- not having the rights to install software on a computer (unless I have permission from the Headteacher or ICT Assistant).
- not adhering to copyright law.
- not using removable media e.g. memory sticks.

Internet

- I will not make large downloads or uploads from the internet that might take up internet or file capacity and prevent others from being able to carry out their work.
- I will not upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others.

Passwords

- I will only use my own passwords for any devices, email accounts or other sites and software I use at school.
- I will never log another user onto the system using my login.
- I will use appropriate log-ons at all times.

Remote Access (RAS)

- I will only log onto the Remote Access Server using my personal login.
- I will always log off if I walk away from my laptop when using the RAS at home.
- I will always use my school-issued device to log on to the RAS at home unless otherwise agreed by the Head Teacher, Online Safety Leader/Group.

Devices

- I will not use personal devices at school or at home for school-related work, including home PC unless otherwise agreed by the Head Teacher or Online Safety Leader /Group.
- I will use/supervise the use of school devices and other equipment responsibly in and out of school.
- I will immediately report any lost, stolen or broken devices including cameras, iPads, memory sticks or laptops.

Filtering

- I will not try to by-pass the filtering system used by the school (unless I have permission from the Headteacher or ICT Assistant).
- I will not leave my computer unsupervised If I am granted special access to sites that are normally filtered.



- I will report any filtering issues immediately to the ICT Assistant.

Data Protection

- I understand my responsibilities towards the Data Protection Act in line with GDPR requirements and will ensure the safe keeping of personal and sensitive personal data at all times.
- I will ensure that all data held in personal folders is regularly backed up and kept secure.
- I will immediately report any loss of personal or sensitive data to the Data Protection Lead /Headteacher in the school.

Use of digital images

- I will follow the school's policy on using digital images, especially in making sure that only those pupils whose parental permission has been given are published
- I will not use personal devices for taking or sharing digital images within school without the direct permission of the Headteacher. Where permission has been given, I will ensure that all digital images relating to school are removed from my personal device at the earliest opportunity.
- I will remember to be cautious when taking photos or video of any pupils in any non-school related context e.g. respite care.

Communication

- I will be professional in all my communications and actions when using school technology systems.
- I understand that I need to be open and transparent in all my communications

Email

- I will only use an email account provided by the school for all business matters (unless I have permission from the Headteacher or ICT Assistant)
- 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 programmes)

Online/Remote Learning

- I will check with the SLT before I use sites/apps with learner log ins to ensure that any pupil personal data is being held securely.
- I understand that any digital communication between staff and pupils or parents and carers is open, transparent and professional in tone and content.

Social Media and Personal Publishing

- I will ask permission of the Head Teacher, ICT Assistant or the online safety leader or any member of the online safety group before I use social media e.g. blogs, social networks or online communication tools with pupils or for other school related work. These will never be my personal accounts
- I will check with the Head Teacher, ICT Assistant or the online safety leader or any member of the online safety group before I use sites/apps with learners to ensure that any pupil personal data is being held securely.
- I will follow the online safety policy concerning the personal use of social media, never publishing disparaging or harmful comments or expressing extreme views. These are considered to bring the school into disrepute
- I will not post any comments about any pupil or parent and not post disparaging remarks about my employer/colleagues.
- When there is a Critical Incident, I will not post any comments online.
- I will not 'friend', 'follow' etc. current pupils on any social media platform
- I will exercise considerable caution when accepting parents or those otherwise known in a



professional capacity, including ex-pupils and people I know in a respite care capacity, as 'friends' or 'followers' etc. on social media networking sites

- I will make only non-school related comments on any social media networking site
- I will responsibly ensure that any photos or videos I post on social media of Fiveways pupils in a non-school related context e.g. respite care, uphold school standards, are clearly not images taken during school hours and have parent / carer permission.

Mobile Phones/Personal Devices

- I will not use my personal mobile phone and personal devices during contact time with pupils apart from on offsite visits, where the restricted use of personal mobile phones is permitted in accordance with the School's Offsite Visits and Activities policy
- I will only use my mobile phone and personal devices at break times
- I will check that any personal devices I have in school are pin code or fingerprint protected and not discoverable by third parties. I will lock my mobile phone away or store it in a safe space removed from the learning area during contact time with pupils
- I will not use my personal mobile phone to contact pupils or parents (unless I have permission from the Head Teacher)
- If I use my personal mobile phone to contact parents/carers in a respite or any other capacity I will only have non-school related conversations (unless I have permission from the Head Teacher)
- I am responsible for any use of my own mobile data during agreed times and ensuring that my use complies with the school's online safety policy.

Reporting incidents

- I will report any incidents relating to online safety to the Head Teacher, ICT Assistant or the online safety leader or any member of the online safety group.
- I will make a note of any incidents in accordance with school procedures using the whole-school system for reporting safeguarding concerns, any concerns are recorded using the My Concerns online tool or reported directly to the Headteacher.
- I understand that in some cases the Police may need to be informed.

Sanctions and Disciplinary procedures

- I understand that there are regulations in place when pupils use technology and that there are sanctions if they do not follow the rules.
- I understand that if I misuse the School technology systems in any way then there are disciplinary procedures that will be followed by the school or police involvement in the event of illegal activities.

I have read and understand the full School Online Safety Policy and agree to use the school technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) in a responsible and professional manner as outlined in that document.

Name _____

Signed _____

Date _____