



LEARNING
ACADEMIES TRUST

ACCEPTABLE USE POLICY
Staff, Governors and Visitors

Updated on 23 April 2018

Overview

New technologies have become integral to the lives of children within school 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 and visitors to be more creative and productive in their work. All users have an entitlement to safe access to the internet and digital technologies.

This Acceptable Use Policy is intended to ensure:

1. That staff, governors and visitors will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
2. That staff, governors and visitors are protected from potential risk in their use of technology and any accidental or deliberate misuse that could put the security of the systems and users at risk.
3. That staff, governors and visitors understand that Learning Academies Trust monitors all devices and user activity for safeguarding and compliance purposes.
4. That staff, governors and visitors understand their responsibilities to ensure that Learning Academies Trust is compliant with General Data Protection Regulation imposed by law.

Learning Academies Trust will try to ensure that staff and visitors will have good access to digital technology to enhance their work, to enhance learning opportunities for students / pupils learning and will, in return, expect staff, governors and visitors 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 students / 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 understand that the rules set out in this agreement also apply to use of all technologies (e.g. laptops, email, intranet, VLE etc.) out of school, and to the transfer of school data (digital or paper based).

For my professional and personal safety:

1. I understand and agree that Learning Academies Trust will monitor and store my use of the school digital technology and communications systems via an internet/email filtering solution and key logging software.
2. I understand that school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use outside of working hours and within the policies and rules set in this document.
3. I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
 - 3.1. I understand that I should not write down or store a password anywhere and management / IT Support reserve the right to destroy any documentation containing my password which is openly accessible.
 - 3.2. I understand that passwords must be secure and randomly generated each time a password reset is required. I will not use any sequential or easy/common passwords and will follow the guidance of the password policies set on each individual system.
 - 3.3. I understand that occasionally technicians may request a copy of my password to provide technical support and I am entitled to decline the disclosure of my password. I understand that if I decline to disclose my password a technician may need to reset my password to provide technical support.

4. I will not upload, download or purposely access any materials which are illegal (child sexual abuse images, criminally 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 programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
5. I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person.
6. I understand that whilst under contract, Learning Academies Trust own the intellectual property of any documents, resources or any other materials generated within the academy's computing facilities.
7. I understand that whilst the Learning Academies Trust takes great care to provide a secure and reliable system, the academy is not responsible for the loss or destruction of any data belonging to you. If you bring your own physical device into school the academy is not responsible in the event of loss, theft or damaged to that device.
8. I understand that upon termination of my contract all access to Learning Academies Trust digital facilities will be disabled and I will be required to surrender any equipment belonging to the school / academy.

I will be professional in my communications:

9. 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.
10. I will only communicate with students, parents/carers, staff or governors using official school systems. Any such communication will be professional in tone and manner.
11. If the email communication is referencing a child's name I will only use the first and last initial of the name to identify the individual.
12. I will only use social networking sites in school in accordance with the school's e-safety policy and staff handbook.
13. I will not engage in any on-line activity that may compromise my professional responsibilities.

I will be professional in my actions:

14. I will not use the school computing systems for storage of personal files and photos.
15. I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
16. I will not distribute any intellectual property belonging to Learning Academies Trust to any person or company outside of our academy without prior permission.
17. I will not use the school computing facilities to access, generate or manufacture illegal or pirated content.
18. 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.
19. I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.
20. I will immediately report any damage or faults involving equipment or software to the Learning Academies Trust IT Support team. I will not allow a third party company or individual to attempt a repair on a school computer.
21. I understand that the printing facilities is strictly for work usage and that the facilities must not be used for personal printing. I understand that Learning Academies Trust reserves the right to charge back the cost of any personal printing that has been printed/copied from my account.
22. I will not use any personal accounts when viewing third party streaming service in school such as Netflix, Amazon Video, etc. (If a service is required in school, please speak to the IT Support team.)
23. 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) unless I have permission and have declared the usage on the schools copyright licensing form.

I will ensure my actions comply with the General Data Protection Regulation:

24. I will **immediately** report any breaches of personal data to the Headteacher, IT Manager and Data Protection Officer. I understand the severity of such incident and that I must report the breach on the same day.
25. 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. 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 of those who are featured unless consent has been given.
26. I will only transport, hold, disclose or share personal data about myself or others as outlined in the GDPR policy. Any data that I have access to 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. Personal data that is disclosed via email must be encrypted using the LAT secure email service.
27. Where the encryption of data cannot be facilitated I will remove all personal and identifiable information from the original document before transferring the data.
28. I will always store/transfer personal information that I need to access externally via my school OneDrive folder, if this is not currently available I will only transfer personal data onto a USB storage media if the device is encrypted and approved by the IT Support team.
29. I will not sign up/create accounts for other users (staff, students or governors) to any online service unless the service has been approved by the Network Manager and Data Protection Officer.

To protect myself and Learning Academies Trust from cyber-attacks or vulnerabilities:

30. 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).
31. 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 without prior permission from the Network Manager.
32. If I wish to use my personal devices (laptop / iPad / tablet / phone / etc.) within school I will only connect to the 'LAT Guests' wireless network for internet access. I must not connect my personal device to the school's core network under any circumstances.

I understand that I am responsible for my actions in and out of the school / academy:

- I understand that this Acceptable Use Policy applies not only to my work and use of academy digital technology equipment in school, but also applies to my use of academy 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 Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors, referral to Directors and / or the Local Authority and in the event of illegal activities the involvement of the Police.

Agreement

I have read and understand the above and agree to use Learning Academies Trust 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.

Name: _____

Signed: _____

Date: ____ / ____ / ____