



**“Let your light shine brightly.”**

**Matthew 5:16**

## **ICT Acceptable Use Policy (AUP)**

<b>Policy accepted by SLT on:</b>	<i>15/6/2020</i>
<b>Next review:</b>	<i>Summer 2023</i>
<b>Signed (Headteacher):</b>	<i>R. Kaye</i>
<b>Statutory policy:</b> <i>Yes/No</i> <b>On school website:</b> <i>Yes/No</i>	

# ICT ACCEPTABLE USE POLICY

## 1. Scope of policy

This AUP applies to all staff, volunteers (including governors) and guests.

## 2. Three priorities

All staff, volunteers (including governors) and guests are expected to use ICT equipment and systems responsibly, with three priorities in mind:

- children's safety and well-being;
- data protection and information security;
- the reputation of the school.

## 3. Links to other policies

This Acceptable Use Policy (AUP) should be read in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection and Information Security Policy (Incorporating reference to GDPR)
- Online Safety Policy
- Staff Code of Conduct

# ICT ACCEPTABLE USE STATEMENT

(To be read and signed by all staff, volunteers (including governors) and guests.)

## 4. My responsibilities

I agree to:

- read and act in accordance with the school Online Safety Policy;
- report any suspected misuse or concerns about e-safety to the Headteacher;
- monitor ICT activity in lessons and extracurricular activities;
- model the safe use of ICT;
- ensure any comments I publish online reflect my professional position in school;
- refrain from publishing any information that:
  - may be offensive to colleagues;
  - may breach the integrity of the ethos of the school;
  - may bring the school into disrepute.

## 5. Education

- I understand that I play an important role in the e-safety education of pupils.
- I will respect copyright and educate the pupils to respect it too.

## 6. Training

- I understand that I will participate in e-safety training when necessary.
- I understand that it is my responsibility to request training if I identify gaps in my abilities.

## 7. Cyberbullying

- I understand that the school has a zero tolerance of bullying. In this context, cyberbullying is seen as no different to other types of bullying.
- I understand that I should report any incidents of bullying to the Headteacher.

## 8. Technical infrastructure

I will not try to bypass any of the technical security measures that have been put in place by the school unless I have specific permission. This includes the firewall

settings on the school network and the filtering system (unless using an official teacher proxy).

**9. Use of digital images**

I will follow the school Online Safety Policy, making sure that:

- photos of pupils are only taken using a school digital camera, iPad or other school-owned device (and never using my personal mobile phone);
- photos are only published on the school website or other official school social media platform, e.g. Facebook, (a) by the member(s) of staff with responsibility for updating the school's online presence, and (b) if prior parental consent has been received from parents/carers;
- full names are not published with photos to identify individual adults or children.

**10. Communication**

I will be professional in all my communication and actions when using school ICT equipment and systems.

**11. Email**

If I have a school email account, I will use it only for school-related matters.

**12. Mobile phones**

- I will keep my personal mobile phone in a locked locker or leave it in a locked vehicle during lesson times unless I have permission from the Headteacher.
- I will not use my personal mobile phone to contact students.
- If I take the school mobile phone off site, it will be my personal responsibility to ensure it is used appropriately and is returned, undamaged and fully charged to the school office.

**13. School iPads**

- I understand that school iPads are only to be used for appropriate school-related activities.
- I understand that if a school iPad is taken off site, it is my responsibility to pay for any loss or damage not covered by the SCC Insurance Scheme.
- On leaving employment, I will ensure that my iPad is returned to its original factory settings and returned to the school office before my last day of paid employment.

**14. Use of teacher proxy (applicable to teaching staff only)**

- I understand that I am allowed to use my teacher proxy to bypass the filtering system when deemed appropriate.
- If using a teacher proxy to view videos, I will ensure that all content has been checked and deemed appropriate for children to view.
- If using the teacher proxy to view videos on YouTube, I will do my best to ensure children will not see or hear any advertising.

***I understand this AUP and agree to use school ICT equipment and systems, and my own devices in a responsible and professional manner. I understand that this relates to my activity while in school and when carrying out communications related to the school.***

**Staff/volunteer/governor/guest name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_