



Linton CE Infant School

Staff Acceptable Use of ICT Agreement

Date: February 2021

Review Date: February 2022

Linton CE Infants where happiness and achievement go hand in hand

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system and other technology in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this agreement.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law (further information can be found in the Policy for the Acceptable use of ICT).

Use of school based equipment

When using the school's ICT equipment and other information systems, I have understood and will comply with the following statements

- I will access the internet and other ICT systems using an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the internet through my username and password. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems, to the e-safety coordinator.
- I will ensure that I use a suitably complex password for access to the internet and ICT systems.
- I will not share my passwords.
- I will seek consent from the computing lead/ headteacher prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to the computing lead/ headteacher.
- I will take a professional and proactive approach to assessing the effectiveness of the internet content-filtering platform in relation to the educational content that can be viewed by the pupils in my care.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to computing lead.
- I understand my personal responsibilities in relation to the [Data Protection Act](#) and the privacy and disclosure of personal and sensitive confidential information.
- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/ other location). Devices will not be stored in a car overnight or left in sight when not in use, e.g. by an open window or on the back seat of a car.
- I will use OneDrive cloud solution to store data that I wish to work on off site and understand that this is a secure system protected by secure login details.
- If portable devices are necessary, I will only use school-owned or provided portable storage (USB sticks, SSD cards, portable hard drives etc) to transport any sensitive data.
- I will ensure that any personal or sensitive information taken or worked on off site will be saved within my professional personal OneDrive cloud solution (preferably) or on a school-owned device with appropriate technical controls such as encryption/ password protection deployed.
- Any information asset, which I create from other information systems, which could be deemed as personal or sensitive will be stored on the school network or on OneDrive cloud space and access controlled in a suitable manner in accordance with the school data protection controls. (For example spread sheets/other documents created from information located within the school information management system).
- I will not download or install any software from the internet or from any other media which may compromise the school network or information situated on it without prior authorisation from the computing lead/Headteacher.
- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the [Computer Misuse Act 1990](#) and breaches will be reported to the appropriate authorities.

Linton CE Infants where happiness and achievement go hand in hand

- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.
- I understand that if I leave the employment of Linton CE Infant School, data in my work area will be held for **1 year** then deleted.
- I will not store personal information on the school network or access website that require personal information (such as payment details) on the school network.

Social Networking

- I must not talk about my professional role in any capacity when using personal social media such as Facebook, Twitter and YouTube or any other online publishing websites.
- I will not use social networking tools such as WhatsApp, messenger or snapchat to communicate with parents about my professional role.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will not use any social media tools to communicate with parents about my professional role unless approved in writing by the Head Teacher.
- I will set and maintain my profile on social networking sites to maximum privacy and give access to known friends only.
- Staff should not access social networking sites for personal use during school hours.
- If I experience any derogatory or slanderous comments relating to the school, colleagues or my professional status, I will take screenshots for evidence and escalate to the computing lead/designated safeguarding lead.
- When absent from school (sickness or during school holiday periods) I will use my professional judgement to what is appropriate to publish online.
- I will never create a social networking profile, blog or account and use it for school purposes without prior written authorisation from SLT.

Managing digital content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.
- I will only use school equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the staff and pupils involved.
- Under no circumstances will I use any personally-owned equipment for video, sound or images without prior consent from a member of the Senior Leadership Team.
- When searching for images, video or sound clips, I will ensure that I or any pupils in my care are not in breach of any [copyright licencing](#).
- I will ensure that any images, videos or sound clips of pupils are stored on the school network and never transferred to personally-owned equipment.
- I will ensure that any images taken on school-owned devices will be transferred to the school network (storage area/server) and deleted as soon as possible from the memory card.
- I will model safe and responsible behaviour in the creation and publishing of online content within the school learning platform and any other websites. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis and online publishing sites.

Email

- I will use my school email address for correspondence with staff, parents or other agencies and I understand that any use of the school email system will be monitored and checked. I will under no circumstances use my private email account for any school-related business.

Linton CE Infants where happiness and achievement go hand in hand

- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only.
- I will ensure that any posts made on websites or via electronic communication, by either myself or the pupils in my care, will not damage the reputation of my school.
- I will seek permission if I need to synchronise any school email account with a personally-owned handheld device.
- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.
- Emails sent to external organisations will be written carefully and if necessary authorised before sending to protect myself. As and when I feel it necessary, I will carbon copy (cc) the head teacher, line manager or another suitable member of staff into the email.
- I will ensure that I manage my email account, delete unwanted emails and file those I need to keep in subject folders.
- I will access my school email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention.
- When replying to group emails I will ensure that I will only use the 'reply all' function when it is strictly necessary.

Class dojo

- I understand that Class dojo is a professional tool for communication with parents and will ensure that messages and posts are written in a professional manner. Messages should be model examples of polite and professional communication.
- I will ensure class dojo messages will be written carefully and if necessary authorised before sending to protect myself.
- I will ensure that photographs uploaded to class and school story do not feature children for whom we do not have permission to use photographs (see updated list) or staff who have not given their permission.
- I will ensure that messages from parents are replied to in a timely manner.
- I will ensure that any messages received from parents are shared with the child's class teacher or senior leadership team where necessary.
- I understand that the senior leadership team discourage the use of class dojo on any personal devices.

Microsoft Teams and 365 cloud solutions

- I understand that Microsoft Teams is a professional tool to be used amongst the staff team and with other professionals and as such messages should be written in a professional manner. Messages should be model examples of polite and professional communication.
- I will ensure messages I receive are replied to promptly.
- I understand that Microsoft teams will be used for online staff meetings and I will ensure that my login details and account are kept secure and used only by myself for professional activities relating to school.
- If using Teams to meet virtually with parents I will ensure that the meeting link is shared via a message on class dojo in a timely manner and not sent directly to a parent's personal email account.
- I understand in using Teams I have the ability to share and collaborate on documents and save documents to a cloud solution.

Mobile phones and devices

- Personal mobile devices will be stored securely in bags, lockers or cupboards during teaching time unless specified otherwise by the senior leadership team.
- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode during school hours.
- Bluetooth communication should be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances.

Linton CE Infants where happiness and achievement go hand in hand

- I understand that the senior leadership team discourage the use of personal mobile devices to access school email or class dojo.
- I will not use any personally-owned mobile device to take images, video or sound recordings.
- I will not contact any parents or pupils on my personally owned device unless permission is explicitly given by the senior leadership team.

Learning and teaching

- In line with every child's legal entitlement I will ensure I teach age an appropriate e-safety curriculum.
- I will support and promote the school e-safety policy at all times. I will model safe and responsible behaviour in pupils when using ICT to support learning and teaching.
- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- I understand the importance of respecting and acknowledging copyright of materials found on the internet and will model best practice in the creation of my own resources at all times.



Agreement

I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this policy.

I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Name :
Role in School:
Signed
Date:
Accepted by:
Date: