



**THE JOHN OF GAUNT SCHOOL**  
**- A Community Academy -**

**STAFF IT ACCEPTABLE USE POLICY**

Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review Date	Website
	Resources	12/09/16	Board	10/10/2016	Oct 2018	

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**1. Vision Statement**

**‘Creating an irresistible climate for achievement’**

- We challenge, support and encourage every student to **achieve their potential.**
- We believe **effort** and **dedication** lead to success and we **raise aspirations.**
- We **personalise our provision** to meet the needs of individuals.
- We enable our students to flourish as **confident learners and leaders** of our community.
- We create a culture where all stakeholders **feel valued, supported and proud.**
- We **work collaboratively** to improve outcomes for our students and support other schools to improve.

## **2. Principles**

New technologies have become integral to the lives of adults, children and young people in today's society, both within schools 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 to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

All staff must use school ICT systems in a responsible way, to ensure that there is no risk to staff safety or to the safety and security of the ICT systems. They must recognise the value of the use of ICT for enhancing learning and must ensure that students receive opportunities to gain from the use of ICT. They must wherever possible, educate the young people in their care in the safe use of ICT and embed e-safety in their work with young people.

## **3. Professional and Personal Safety:**

- Staff must understand that the school will monitor use of the ICT systems, email and other digital communications.
- Staff must understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE, website etc) out of school.
- Staff must not disclose usernames or passwords to anyone else, nor will they try to use any other person's username and password.
- Staff must immediately report any illegal, inappropriate or harmful material or incident, they become aware of, to the appropriate person.

## **4. Professional Communication**

- Staff must not access, copy, remove or otherwise alter any other user's files, without their express permission.

- Staff must communicate with others in a professional manner, Staff must not use aggressive or inappropriate language and must appreciate that others may have different opinions.
- All staff will ensure that when they take and / or publish images of others they will do so with their permission and in accordance with the school's policy on the use of digital / video images. They must not use personal equipment to record these images, unless they have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- Staff must only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- Staff must not engage in any on-line activity that may compromise their professional responsibilities.

## **5. Safe & Secure Access**

- When staff use their personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in school, they must follow the rules set out in this agreement, in the same way as if they were using school equipment. Staff must also follow any additional rules set by the school about such use.
- Staff must 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.
- Staff must not try to upload, download or 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. They must not try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- Staff must not try (unless they have permission) to make large downloads or uploads that might take up excessive Internet capacity and prevent other users from being able to carry out their work.
- Staff must not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will they try to alter computer settings, unless this is allowed in school policies.
- Staff must not disable or cause any damage to school equipment, or the equipment belonging to others.
- Staff will only transport, hold, disclose or share personal information about themselves or others, as outlined in the school's Data Protection Policy.
- Staff must understand that data protection policy requires that any staff or student data to which they have access, will be kept private and confidential, except when it is deemed necessary that they are required by law or by school policy to disclose such information to an appropriate authority.

- Staff will immediately report any damage or faults involving equipment or software, however this may have happened.

## **6. Copyright**

- Staff must ensure that they have permission to use the original work of others in their own work
- Where work is protected by copyright, staff must not download or distribute copies (including music and videos).

## **7. Staff Responsibilities**

- Staff must understand that this Acceptable Use Policy applies not only to their work and use of school ICT equipment in school, but also applies to all use of school ICT systems and equipment out of school and all use of personal equipment in school or in situations related to their employment by the school.
- Staff must understand that if they fail to comply with this Acceptable Use Policy Agreement, they could be subject to disciplinary action.