ROE GREEN JUNIOR SCHOOL

'BE THE BEST YOU CAN BE!'

ICT ACCEPTABLE USE Policy

for staff, governors, volunteers and visitors

Lead person responsible:
Mr C Best / Mr J Vaja / Mr P Patel

Date: June 2021

Review Date: June 2022

Acceptable use of the school's ICT facilities and the internet: agreement for staff, governors, volunteers and visitors

This Acceptable Use Policy is intended to ensure:

- That staff and volunteers will be safe and responsible users of the internet and other digital technologies.

- That school ICT systems and users are protected from accidental or deliberate misuse.

Name of Staff Member/Governor/Volunteer/Visitor:……

When using my own device or the school's ICT facilities including remote access and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material).

- Use personal email accounts or mobile phones to make contact with members of the school community on school business, nor should any such contact be accepted, except in circumstances given prior approval by the Head teacher.

- Use them in any way which could harm the school's reputation.

- Use any improper language when communicating online, including in emails or other messaging services.

- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network.

- Share my password with others or log in to the school's network using someone else's details.

- Share confidential information about the school, its pupils or staff, or other members of the community.

- Access, modify or share data I'm not authorised to access, modify or share.

- Promote private businesses, unless that business is directly related to the school.

I will:

- Adhere to all requirements of the schools Data Protection Policy in accordance to GDPR.

- Ensure all email communication between myself and members of the school community on school business will be made from my official school email account

- Only use encrypted Storage devices such as USBs /Hard drives for sensitive data in line with GDPR regulations.

- Understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

- Take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

- Let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

- Only use LGFL's Staff Mailing system for school related business.

- Always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (Staff Member/Governor/Volunteer/Visitor):…….

Date:……..

Signed (Head Teacher/Deputy Head/Assistant Head):…….

Name Printed (Head Teacher/Deputy Head/Assistant Head):…….

Date:……..

The following AUP Addendum and Terms and Conditions form the **Covid Addendum to our Staff, Governor, Volunteer and Visitor ICT Acceptable Use Policy**:

AUP Addendum

Due to the current unprecedented circumstances of the COVID-19 virus, it is necessary that we are prepared and have appropriate arrangements in place in relation to contact with students and parents / carers.

In this policy we state that staff will not use 'mobile phones to make contact with members of the school community on school business'

Addendum - Teachers are authorised to use their personal devices for the purposes of 'Home working'. Teachers should use number blocking features when making these calls to prevent parents / carers obtaining personal details. This is important to guard against any potential safeguarding issues.

Terms and Conditions

These expectations are consistent with Roe Green Junior School's e-safety policy and the previously signed ICT acceptable use agreement.

1. When joining meetings remotely, users must be positioned so that privacy and confidentiality can be maintained at all times.

2. The recording of still images, filmed images or audio of users without permission, and the distribution of such images, is strictly forbidden.

3. Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated.

4. When signing in to an online meeting I will use my full name to help identify me to other users. Virtual backgrounds must not be used.

5. Users are not permitted to share links/ meeting I.D./ passwords to on-line sessions with anyone else outside of the invited group.

6. The meeting host will remove any user who breaks any of the above terms and conditions from the meeting.

All meetings will begin with a review of the above terms and conditions.