Combe St Nicholas C of E VA Primary School

Name of Policy	Staff & Volunteer Acceptable Use Policy	
Approved by GB - Date	3rd May 2017	
Next Review Date		
Committee Responsible	Full Governing Body	
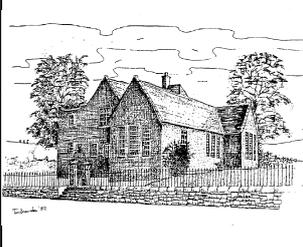
This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

School Policy

This Acceptable Use Policy reflects the school online safety policy. The school will ensure that staff and volunteers will have access to technology to enable efficient and effective working, to enhance learning opportunities for pupils and will, in return, expect staff and volunteers to agree to be responsible users.

Scope of Policy

This Acceptable User Policy (AUP) policy applies to staff, volunteers and guests who have access to and are users of school technology systems, school related use of technology systems outside of school, and make use of social networks personally and professionally.

My Responsibilities

I agree to:

- read, understand, sign and act in accordance with the School online safety policy
- report any suspected misuse or concerns to the online safety leader
- monitor technology activity in lessons, extracurricular and extended school activities
- model the safe and effective use of technology
- demonstrate consistently high standards of personal and professional conduct especially in relation to use of social networks, making sure that these are in line with school ethos and policies especially at the time of a Critical Incident

Education

I agree to:

- provide age-appropriate online safety learning opportunities as part of a progressive online safety curriculum
- respect copyright and educate the pupils to respect it as well

Training

I agree to:

- participate in online safety training
- request training if I identify an opportunity to improve my professional abilities

Online bullying

I agree to:

- ensure the school's zero tolerance of bullying. In this context online bullying is seen as no different to other types of bullying

- report any incidents of bullying in accordance with school procedures

Sexting
- I will secure and switch off any device discovered with an intimate sexting image and report immediately to the safeguarding lead.
- I will not investigate, delete or resend the image.

Prevent
- I will continually develop children's ability to evaluate information accessed online.
- I will follow the agreed reporting procedure where children are purposefully searching for inappropriate sites or inadvertently accessing inappropriate sites.

Technical Infrastructure

I understand that the school will monitor my use of computers and the internet. I will not try to by-pass any of the technical security measures that have been put in place by the school which include:
- the proxy or firewall settings of the school network (unless I have permission)
- not having the rights to install software on a computer (unless I have permission)
- not using removable media e.g. memory sticks (unless I have permission)

Passwords
- I will only use the passwords given to me
- I will never log another user onto the system using my login

Filtering
- I will not try to by-pass the filtering system used by the school
- If I am granted special access to sites that are normally filtered I will not leave my computer unsupervised
- I will report any filtering issues immediately

Data Protection
- I understand my responsibilities towards the Data Protection Act and will ensure the safe keeping of personal and sensitive personal data at all times.
- I will ensure that all data held in personal folders is regularly backed up and kept secure.
- If I believe there has been a loss of personal or sensitive data, I will immediately report it to the Data Protection officer in the school.

Use of digital images
- I will follow the school's policy on using digital images, especially in making sure that only those pupils whose parental permission has been given are published.
- I will not use personal devices for taking or sharing digital images within school without the direct permission of the Headteacher. Where permission has been given, I will ensure that all digital images relating to school are removed from my personal device at the earliest opportunity.

Communication
- I will be professional in all my communications and actions when using school technology systems.
- I understand that I need to be open and transparent in all my communications.

Email
- I will use the school provided email for all business matters.
- I will 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).

Social Media and Personal Publishing
- I will ask permission before I use social media e.g. blogs, social networks or online communication tools with pupils or for other school related work.
- I will check with the SLT before I use sites/apps with learners to ensure that any pupil personal data is being held securely.
- I will follow the online safety policy concerning the personal use of social media.
- On any personal accounts I will not post any comments about any pupil and not post disparaging remarks about my employer/colleagues.
- When there is a Critical Incident, I will not post any comments online. **Mobile Phones**
- I will not use my personal mobile phone during contact time with pupils.
- I will not use my personal mobile phone to contact pupils or parents.

Reporting incidents
- I will report any incidents relating to online safety to the online safety leader.
- I will make a note of any incidents in accordance with school procedures.
- I understand that in some cases the Police may need to be informed.

Sanctions and Disciplinary procedures
- I understand that there are regulations in place when pupils use technology and that there are sanctions if they do not follow the rules.
- I understand that if I misuse the School technology systems in any way then there are disciplinary procedures that will be followed by the school.

I have read and understand the full School online safety policy and agree to use the school technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) in a responsible and professional manner as outlined in that document.

Staff/Volunteer Name   _____

Signed   _____

Date   _____