

IT ACCEPTABLE USE AND PASSWORD POLICY (STAFF & VOLUNTEERS)

Date Approved by Audit Committee (on behalf of Board): 16 October 2018

Date of Review: October 2021

Responsible Department: IT

1. Introduction

This Acceptable Use Policy & Password Policy is intended to ensure:

- 1.1.** That staff and volunteers will be responsible users and will keep themselves safe while using the internet and other communications technologies belonging to or on the premises of the Trust and its Academies for educational, personal and recreational use.
- 1.2.** That digital systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- 1.3.** That staff are protected from potential risk in their use of digital technologies in their everyday work.
- 1.4.** The Trust and its Academies will ensure that staff and volunteers have access to digital technology to enhance their work, to enhance learning opportunities for students / pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

2. Acceptable Use

- 2.1.** I understand that I must use digital systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the digital systems and other users.
- 2.2.** I recognise the value of the use of Digital for enhancing learning. I will educate the young people in my care in the safe use of digital and embed e-safety in my work.
- 2.3.** I understand that the Academy will monitor my use of the digital systems, email and other digital communications.
- 2.4.** I understand that the rules set out in this agreement also apply to use of Trust/Academy digital systems (eg laptops, email, VLE etc) outside of the place of work.

- 2.5. I understand that the digital systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by my employer.
 - 2.6. I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I will ensure that I change my password periodically (frequency defined by the Information Owner) especially where i am not prompted to change my password by the system or application.
 - 2.7. I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person.
 - 2.8. I will adhere to all associated Trust wide and Academy specific policies including the Data Protection policy suite.
 - 2.9. I understand the authorised access rights available to me I possess to school technical systems and devices. Details of the access rights available to groups of users will be recorded by the Information Owner and will be reviewed, at least annually, by the Data Protection Lead. I will raise any concerns to the appropriate Information Owner.
 - 2.10. I will be professional in my communications and actions when using digital systems.
 - 2.11. I will not access, copy, remove or otherwise alter any other user's files without their express permission.
 - 2.12. I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
 - 2.13. I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the Trust's data protection policies and local academy policies and procedures. I will not use my personal equipment to record these images unless agreed with the Information Owner. Where these images are published (eg on a website / VLE) it will not be possible to identify by name, or other personal information, those who are featured without consent of the data subject (e.g. If over 16) or appropriate representative (e.g. Parental consent).
 - 2.14. I will only communicate with students / pupils and parents / carers using official Trust/Academy systems. Any such communication will be professional in tone and manner.
 - 2.15. I will not engage in any online activity that may compromise my professional responsibilities.
3. To provide safe and secure access to technologies and ensure the smooth running of the Academy:
 - 3.1. When I use my personal digital devices at work I will follow the rules set out in this agreement in the same way as if I was using equipment provided by my employer. I will also follow any additional rules set by the Trust about such use.

I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- 3.2. I will not use personal email addresses on the digital systems.
 - 3.3. I will not open any attachments to emails unless the source is known and trusted.
 - 3.4. I will 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. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
 - 3.5. I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings unless this is allowed in Academy policies.
 - 3.6. I will not disable or cause any damage to Academy equipment or the equipment belonging to others.
 - 3.7. I will only transport, hold, disclose or share personal information about myself or others as outlined in the Trust Data Protection Policies. Where personal data is transferred outside the secure Trust or Academy network, it must be encrypted.
 - 3.8. I understand that the Data Protection Policy requires that any staff or pupil data to which I have access will be kept private and confidential, except when it is deemed necessary that I am required by law or by Trust policy to disclose such information to an appropriate authority.
 - 3.9. I will immediately report any damage or faults involving equipment or software however this may have happened.
4. When using the internet in my professional capacity or for sanctioned personal use:
 - 4.1. I will ensure that I have permission to use the original work of others in my own work.
 - 4.2. Where work is protected by copyright, I will not download or distribute copies (including music and videos).
5. I understand that I am responsible for my actions in and out of the Trust/Academy:
 - 5.1. I understand that this Acceptable Use & Password Policy applies not only to my work and use of digital equipment at work, but also applies to my use of digital systems and equipment outside of my place of work and my use of personal equipment in situations related to my employment by the Trust.
 - 5.2. I understand that if I fail to comply with this Acceptable Use & Password Policy Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Trust and in the event

of illegal activities the involvement of the police.

6. Staff (and Volunteers) Acceptable Use Policy Agreement

I have read and understand the above and agree to use the Academy Digital systems (both in and out of the Academy) and my own devices (in the Academy and when carrying out communications related to the Academy) within these guidelines.

Staff / Volunteer Name _____

Signed _____

Date _____