



**Villa Real School**

*together we achieve*

# Staff Acceptable Use Policy 2023

Responsibility: Alan Granton and Andrew Moore

Date: February 2023

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 13.03.23

Review date: February 2024

## **Introduction**

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 systems and technology in a professional, lawful and ethical manner. To ensure that staff are fully aware of their professional responsibilities when using Information Communication Technology and the School's systems they are asked to read and sign this Acceptable Use Policy. This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the School's ethos, other policies and the law.

- I understand that Information Systems and ICT include networks, data and data storage online and offline communication technology and access devices. Examples include mobile phones, tablets, digital cameras, email and social media sites
- School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences:
  - To gain unauthorised access to computer material
  - To gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation

## **Mobile Phones and Electronic Devices**

- Staff mobile phones will be stored away in cupboards or personal staff lockers which can be kept locked and only staff are able to access via key use unless they ask for permission. SMT often require to have access to a mobile phone to retrieve secure codes to access systems at work
- Staff mobile phones will not be used for any reason when children are present- including offsite on educational visits for personal correspondence
- If a mobile phone is required to enable learning a school mobile phone must be used
- Personal cameras on mobile phones or tablets will not be used to take pictures of children in any circumstances
- In the unlikely event of needing to contact a parent/ carer, school systems must be used at all times within the hours of the School day
- In the unlikely event of needing to contact a parent/ carer when offsite, the Headteacher will be informed and school mobile utilised to ring
- Staff should not log on to the school Wi-Fi with their personal phones

## **Systems and Hardware**

- I understand that any hardware provided by school for staff use can only be used by members of staff and can only be used for school related work
- Personal use of school ICT systems is only permitted with the consent of the Headteacher or Deputy Headteacher
- To prevent unauthorised access to systems or personal data I will not leave any information system unattended without first logging out or locking my login as appropriate
- I will respect system security and I will not disclose any password or security information. I will use a strong password. (A strong password consists of: letters lower/ uppercase, symbols, does not contain a dictionary word and should only be used for 1 system)
- I will not attempt to install any purchased or downloaded software, including browser toolbars or hardware without permission from the system manager

## **Data Protection GDPR**

- No personal or sensitive information names, addresses, diagnostic, medical information, dates of birth are to be displayed in class
- **Memory sticks are not used at School**
- All personal or sensitive data relating to staff and pupils/students can only be stored on Office 365 or school systems e.g. CPOMS
- When accessing school documents at home they should not be saved to personal IT equipment. All editing, and amendments should be carried out using hardware provided by the school. (Staff laptops.)
- It is the user's responsibility to ensure the security of school documents when working from home.
- Information relating to pupils/students when offsite is to be stored on 2 iPads which are double encrypted. Staff must not leave these unsupervised on any occasion when outside school.
- No papers containing personal or sensitive information relating to pupils/students or staff is to be taken offsite unless consent has been authorised from the Headteacher
- Never allow sites to 'REMEMBER ME' for log ins or passwords

For further information, please read Villa Real School GDPR Policy available at [www.villarealschool.co.uk](http://www.villarealschool.co.uk) – policies

I will ensure that any personal/ sensitive information of pupils/students, staff, parents/ carers is kept in accordance with the Data Protection Act 1988. This means that all personal and sensitive data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security

measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely.

- If I choose to use a portable device (phone, tablet etc.) to collect my work email, I will ensure that the device is locked by a pincode or password and will be wiped when I dispose of the device
- I will not store any personal information on the School system that is unrelated to school activities, such as personal photographs, files or financial information
- I will respect all copyright and intellectual property rights

### **Social Media**

- I will not communicate with pupils/students or ex pupils/students using social media
- I will secure my social media accounts and set to private, in order to protect my personal information from pupils and parents
- Staff should ensure that their name is not easily identifiable on social media
- I will seek help from ICT professionals in school if I am unable to set my social media to private
- Employees of Villa Real School should beware their on line activity reflects on parent perception of the our organisation. Radical views expressed online may be challenged by the management team.
- Only Villa Real School's official social media site will be used to communicate with parents/ carers and the School community when necessary and appropriately
- My electronic communications with parents/ carers, pupils/students and other professionals will only take place via school provided and approved communication channels; email address and telephone number
- Any pre-existing relationships which may compromise this must be disclosed by individuals to the Headteacher and discussed- including relatives of pupils/students who are 'friends' with themselves on social media
- My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites
- My use of ICT law will not interfere with my work duties and will be in accordance with the School's AUP and the Law
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the School or the County Council into disrepute. This would include any comment made, even if it is the belief that it is private on social media
- I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead: Jill Bowe and or Deputy

Safeguarding Lead: Samantha Dawson as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the ICT Technician and DSL Jill Bowe as soon as possible

- I will not attempt to bypass any filtering 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 or if I have lost any school related documents or files, then I will report this to the ICT Technician and Headteacher Jill Bowe
- I will promote online safety with the pupils/students in my care and help them to develop a responsible attitude to safety online, system use and to the content they access and create. If I have any queries or questions regarding the safe and professional practise online either in school or off site, then I will raise them with the Online Safety Lead the Headteacher or Deputy Headteacher
- I understand that my use of the information systems, internet and email may be monitored and recorded to ensure policy compliance

Social Media Please read Villa Real School Online Safety Policy available at: [www.villarealschool.co.uk](http://www.villarealschool.co.uk) – policies

I have read and understood Villa Real School's Online Safety Policy which covers the requirements for safe ICT use including using appropriate devices and safe use of social media

**I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy.**

Signed: ..... Print Name: .....

Date: .....

Accepted by: ..... Print Name: .....