



Staff Acceptable Use Policy

September 2020

Article 3 – Adults must do what’s best for me



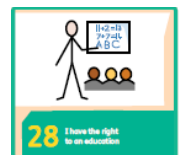
Article 12 – I have the right to be listened to, and taken seriously



Article 19 - I have the right to be protected from being hurt or badly treated.



Article 28 – You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.



Key Contact Personnel in School

Nominated Member of Leadership Staff Responsible for the policy:

Sarah Costain

Designated Safeguarding Lead: Sarah Costain

DPO: Sarah Costain

Date written: September 2017

Date reviewed: March 2019

Date agreed and ratified by Governing Body: N/A

Date reviewed: March 2020

Date reviewed: September 2020

Date of next review: September 2021

This policy will be reviewed following any concerns and/or updates to national and local guidance or procedure

Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Five Acre Wood School School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Five Acre Wood School expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that Five Acre Wood School systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Five Acre Wood School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.
2. I understand that Five Acre Wood School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the Five Acre Wood School staff Code of conduct and Remote Learning Acceptable Use Policy.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the Five Acre Wood School ethos, Five Acre Wood School staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of Five Acre Wood School Devices and Systems

4. I will only use the equipment and internet services provided to me by Five Acre Wood School for example Five Acre Wood School provided laptops, tablets, mobile phones, and internet access, when working with learners.
5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed while staff are on breaks/ away from pupils and it is not during time which they should be leading learning.

6. Where I deliver or support remote learning, I will comply with the Five Acre Wood School Remote Learning AUP.

7. **Data and System Security**

8. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.

- I will use a 'strong' password to access Five Acre Wood School systems.
- I will protect the devices in my care from unapproved access or theft in accordance with GDPR regulations, please see the GDPR policy.

9. I will respect Five Acre Wood School system security and will not disclose my password or security information to others.

10. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT helpdesk via their email address

[_IT Helpdesk@five-acre.kent.sch.uk](mailto:_IT_Helpdesk@five-acre.kent.sch.uk)

11. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.

12. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the Five Acre Wood School information security policies

- All personal 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 or accessed remotely.
- Any data being removed from the Five Acre Wood School site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the Five Acre Wood School.

13. I will not keep documents which contain Five Acre Wood School related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the Five Acre Wood School learning platform to upload any work documents and files in a password protected environment or Five Acre Wood School approved/provided VPN.

14. I will not store any personal information on the Five Acre Wood School IT system, including Five Acre Wood School laptops or similar device issued to members of staff that

is unrelated to Five Acre Wood School activities, such as personal photographs, files or financial information.

15. I will ensure that Five Acre Wood School owned information systems are used lawfully and 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.

16. I will not attempt to bypass any filtering and/or security systems put in place by Five Acre Wood School.

17. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Support Provider/Team/lead (Adrian Byles) as soon as possible.

18. If I have lost any Five Acre Wood School related documents or files, I will report this to the ICT Support Provider/Team/lead (Adrian Byles) and Five Acre Wood School Data Protection Officer (Sarah Costain, Deputy Head) as soon as possible.

19. Any images or videos of learners will only be used as stated in the Five Acre Wood School camera and image use policy (link).

- I understand images of learners must always be appropriate and should only be taken with Five Acre Wood School provided equipment and taken/published where learners and their parent/carer have given explicit consent.

Classroom Practice

20. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the Online safety policy, Child Protection Policy and the Mobile technology and Social networking Policy.

21. I have read and understood the Five Acre Wood School mobile technology and social media policies.

22. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:

- Exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- Creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.

- Involving the Designated Safeguarding Lead (DSL) (Sarah Costain, Deputy Head) or a deputy (Peggy Murphy, Tim Williams, Emma Athwal, Scot Greathead, Kirstie Hemingway, Richard Dalton, Matthew Jones, Janine Hercock, Emma Russel (due to undergo full DSL training), Karen Robinson-Jones (due to undergo full DSL training) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
- Make informed decisions to ensure any online safety resources used with learners is appropriate.

23. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with the Five Acre Wood School child protection policies.

24. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

Use of Social Media and Mobile Technology

25. I have read and understood the Five Acre Wood School policy which covers expectations regarding staff use of mobile technology and social media.

26. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff Code of conduct, when using Five Acre Wood School and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.

- I will take appropriate steps to protect myself online when using social media as outlined in the Mobile technology and Social media Policy.
- I am aware of Five Acre Wood School expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the Mobile technology and Social media Policy.
- I will not discuss or share data or information relating to learners, staff, Five Acre Wood School business or parents/carers on social media.
- I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the Five Acre Wood School Code of conduct and the law.

These documents can be found in our Safeguarding green file in the Staffroom, Principals office and in Reception at Loose, the PPA room at Snodland and the Staff cupboard at Palace Wood.

27. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via Five Acre Wood School approved and/or provided communication channels and systems, such as a Five Acre Wood School email address, user account or telephone number.
- I will not share any personal contact information or details with learners, such as my personal email address or phone number.
- I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
- If I am approached online by a learner or parents/carer, I will not respond and will report the communication to my line manager and (Sarah Costain, Deputy Head) Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or Peggy Murphy, Principal.

28. If I have any queries or questions regarding safe and professional practise online either in Five Acre Wood School or off site, I will raise them with the DSL and/or Peggy Murphy, Principal.

29. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

30. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

31. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the Five Acre Wood School into disrepute.

Policy Compliance

32. I understand that Five Acre Wood School may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.

Policy Breaches or Concerns

33. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the Five Acre Wood School child protection policy.

34. I will report concerns about the welfare, safety, or behaviour of staff to Peggy Murphy, Principal, in line with the Whistleblowing and Allegations against staff policies.

35. I understand that if Five Acre Wood School believe that unauthorised and/or inappropriate use of Five Acre Wood School systems or devices is taking place, Five Acre Wood School may invoke its disciplinary procedures as outlined in the staff Code of conduct.

36. I understand that if Five Acre Wood School believe that unprofessional or inappropriate online activity, including behaviour which could bring Five Acre Wood School into disrepute, is taking place online, Five Acre Wood School may invoke its disciplinary procedures as outlined in the Whistleblowing and Allegations against staff policies.

I understand that if Five Acre Wood School suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Five Acre Wood School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member:

Signed:

Date (DDMMYY).....