



ACCEPTABLE USE POLICY (Staff)

**This policy applies to all the academies in
The Lionheart Academies Trust**

Version	Document History	Date
Version 0.1	Initial Document created by LAT Director of IT	20/04/2016
Version 0.2	Draft issued for review	05/05/2016
Version 1.0	Approved by Board and issued to all schools	17/05/2016

Signed by Chair of Board: _____



Staff Acceptable Use Agreement

1. Purpose

- 1.1 The purpose of the acceptable use policy is to ensure the safety of everyone using IT systems within The Lionheart Academies Trust.

2. Policy

- 2.1 This policy applies to all members of Staff within the Lionheart Academies Trust (“the LAT”). For the purposes of this policy, the term “Staff” means all members of LAT staff including permanent, fixed term, and temporary staff, governors, secondees, any third party representatives, agency workers, volunteers, interns, agents and sponsors engaged with the LAT in the UK or overseas. This policy also applies to all members of staff employed by any of the LAT’s subsidiary companies.
- 2.2 This acceptable use policy covers the use of all digital technologies in school: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, printing, physical equipment and systems

3.0 Roles and Responsibilities

- 3.1 These rules will keep everyone safe and help us to be fair to others.
- I will only use the school’s digital technology resources and systems for Professional purposes or for uses deemed ‘reasonable’ by the Head and Governing Body.
 - I will not reveal my password(s) to anyone.
 - I will follow ‘good practice’ advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else’s password if they reveal it to me and will advise them to change it.
 - I will not allow unauthorised individuals to access email / internet / intranet / network, or other LAT Academy systems, or any Local Authority (LA) system I have access to.
 - I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school’s network and data security policy.
 - I will not engage in any online activity that may compromise my professional responsibilities.
 - I will only use the approved email system(s) for school/LAT business.
 - I will only use the LAT approved method to contact pupils or parents/carers, and will only communicate with them on appropriate school business.
 - I will not browse, download or send material that is considered illegal, offensive or of an extremist nature by the school.
 - I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the IT Support Team
 - I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security systems



- I will not attempt to install or use software that is not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the appropriate system or staff-only drive within school.
- I will follow the LAT's policy on the use of mobile phones / devices at academy sites.
- I will use the school's Learning Platform in accordance with the LAT E-Safety Policy
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the LAT approved system and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, except when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will alert the academy's named child protection officer or appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the academy's named child protection officer or appropriate senior member of staff.
- I understand that all Internet and network traffic can be logged and this information can be made available to the Head / Safeguarding Lead on their request.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I will only use any LA system I have access to in accordance with their policies.



4. Review

- 4.1 This policy will be reviewed periodically as it is deemed appropriate, to take account of changes in the law and guidance issued by the Information Commissioner. These reviews will be no less frequently than every two years. The policy review will be undertaken by the Director of IT for the LAT and ratified by the LAT Board.

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signed: _____ Date: _____