



# Manor Court Primary School

## Acceptable Use Policy for Staff and Volunteers

### 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 enabling 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 / Designated Safeguarding Lead
- monitor technology activity in lessons, extracurricular and extended school activities, including awareness of any access to extremist views
- 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; and reinforce the learning throughout the school's curriculum
- respect copyright and educate the pupils to respect it as well
- teach about the need for using responsible and caring language when communicating with others

### 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 a 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 computing devices and the internet. Unless I have permission, 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
- not having the rights to install software on a computer

## **Passwords**

- I will only use my own passwords
- 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 regulations 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 Lead in the school.

## **Use of digital images, video and sound**

- I will follow the school's policy on using digital images, video and sound, 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 or sound.

## **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. These will never be my personal accounts.
- I will check with the SLT before I use sites/apps with learner log ins 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, never publishing disparaging or harmful comments or expressing extreme views. These are considered to bring the school into disrepute
- I will not post any comments about the school, any pupil, employer or colleagues on any personal social networking and publishing accounts
- When there is a Critical Incident, I will not post any comments online.

#### **Personal devices**

- I will not use personal devices during contact time with pupils.
- I will not use my personal devices to contact pupils or parents.
- I will only use the school's filtered and monitored broadband access while in school

#### **Reporting incidents**

- I will report and record any incidents relating to online safety to the Online Safety Leader / Designated Safeguarding Lead and check actions taken have been recorded
- 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 will apply 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.

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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 \_\_\_\_\_