



Overleigh St. Mary's Acceptable Use Policy

New technologies have become integral in the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- Staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- School / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good 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.

This policy covers use of all digital technologies in school: i.e. email, Internet, network resources, software, communication tools, equipment and systems.

- 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 school 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 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 any school business.
This is currently: name@overleighstmarysce.cheshire.sch.uk
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the *ICT/Computing Co-Ordinator (Paul Lewis/ Leanne Holdstock/ Alicia Hunter)*.

- 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 system or are 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.
- In most cases, 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. When possible, school devices, such as iPads should be used for uploading images to Twitter. However, it is recognised that this is not always practicable where there is no Wi-Fi connection. In this instance, teachers are permitted to use personal mobile devices to take photos of children engaged in activities with the sole purpose of uploading to Twitter. These should be deleted from personal devices immediately after they have been uploaded.
- I will follow the school's policy on use of mobile phones.
- 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 predominantly to support my professional responsibilities and that I will notify the school of any "significant personal use."
- 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 Mrs Edwards, the designated senior person for child protection, if I feel the behaviour of any child may be a cause for concern.
- I understand that 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 Miss Drew, the designated senior person for child protection.
- I understand that all Internet and network traffic / usage can be logged and this information can be made available to the Head teacher on their request.
- **Staff that have a teaching role only:** I will embed the school's e-safety / digital literacy curriculum into my teaching.

Acceptable Use Policy (AUP): Agreement Form
All Staff, Volunteers, Governors

User Signature

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.

Signature Date

Full Name (printed)

Job title / Role

Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature Date.....

Full Name (printed)

