Cannon Lane Primary School

Staff Acceptable Use of IT Policy

Date approved by Governing Board: September 2022

Date of next review: September 2025

	Name of School	**Cannon Lane Primary School**
	AUP review Date	**September 2024**
	Date of next Review	**September 2025**
	Who reviewed this AUP?	**Headteacher / Safeguarding Lead**
	Who approved this AUP for use?	**Governing Board**

Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies in school: i.e. email, Internet, social media, intranet and network resources, learning platform, software, equipment, systems and mobile phones.

- 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 am responsible for the use of my user ID/ password and email address; in particular, I will not write down or share my password.
- I will not use a colleague's user ID/password to access the systems.
- 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 and inform the ICT staff.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols. USBs are encrypted with a password.
- I will save documents in the appropriate folders on the system either in personal drive or Teachers Only. I will keep my saved documents tidy in the appropriate folders and sub-folders.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any school business.
  (This is currently: LGFL Staff mail)
- I will only use the approved school email; school Learning Platform or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive.
- I am aware that the school has a digital recording system that alerts the Headteacher and Deputy Headteacher to any inappropriate searches, downloads and uploads. A photo snapshot will be taken of the screen clearly indicating time, date and location of event.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact. I will access websites in line with the BeeBug and LGFL regulations.

- I will not leave my computer, IPad or any other devices unattended in such a state as to risk unauthorised viewing of information displayed on it. I will either 'power off' or 'lock' my device when leaving it unattended.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed and I will contact ICT staff about any app or website downloads I wish to conduct.
- I will not visit web sites that are obscene, hateful, pornographic or otherwise illegal material. If I do so inadvertently I will hastily inform a member of SLT.
- I will check websites, webpages and documents prior to sharing to check they are age-appropriate and do not contain obscene language and inappropriate content.
- I will pre-check YouTube clips to ensure they are clean (free from obscene language and inappropriate content), are relevant to given topics and do not contain adverts.
- I will not publish or distribute work that is protected by copyright. I will follow printing and photocopying guidelines as stated by publishers.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet 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, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will ensure that any social media / social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role. I will ensure that my social media settings are set to private and do not post unsavoury comments about the school on social media platforms. (See also Cannon Lane School Staff Code of Conduct)
- I will not play any music in school which contains explicit or offensive language. I will not use school devices to stream or download music or videos with offensive content.
- I will not use my personal music or video accounts (for example Netflix, Amazon Prime, Disney Plus or Spotify) to share content with children in school.
- I agree and accept that any computer, I-Pad 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 EIM21613.
- I will access school resources remotely (such as from home) only through the LGfL / school approved methods and follow e-security protocols to access and interact with those materials.
- 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. (Secure USB Pen Drives provided by school)
- 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 (SIMS), 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 embed the school's online safety curriculum into my teaching using given resources to support my teaching. I will attend INSETs; NSPCC led workshops and keep my knowledge of Online Safety up to date.
- I will only use LA systems in accordance with any corporate policies.
- I understand that all Internet usage / and network usage can be logged by the school (e.g. via SECURUS) and this information could be made available to the Headteacher on request.
- I will only use my mobile phone in permitted spaces around the school (staff room or classroom when no children are present). During school hours I will ensure my mobile phone

is switched to silent or is turned off during lesson times and is put away in a bag, drawer or cupboard. I agree that mobile phones will not be used during lesson time especially when children are present. I agree to never use my camera for taking photographs of children in line with the school's Safeguarding Policy.

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

Acceptable Use Policy (AUP): Staff agreement form

User Signature

I agree to abide by all the points above.

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 wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature ....Date ……

Full Name ..... (printed)

Job title .....

School .....