

Acceptable Use Policy Agreement

I understand that I must use academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

- I understand that the academy will monitor my use of ICT systems including email, internet, and other digital communications and may access my mailbox and file shares to collate information for any disciplinary investigation or to respond to a request for information under the Freedom of Information Act or the Data Protection Act.
- I understand that the rules set out in this agreement also apply to use of academy ICT systems (e.g. laptops, tablets, cameras, email, VLE, remote access etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school ICT systems are for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the academy.
- I will not disclose my usernames or passwords to anyone else, nor will I try to use any other person's usernames and passwords. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter other user's files, without their express permission.
- I will communicate with others in a professional manner; I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the academy's policy on the use of digital / video images and I will check consents each time a photo is to be published (in case consent has been withdrawn). I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the academy website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the academy's policies
- I will only communicate with students / pupils and parents / carers using official academy systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- When I use my mobile devices (tablets, / laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using academy equipment. I will also follow any additional rules set by the academy about such use. I will ensure that any such devices are:
 - protected by up to date anti-virus software and are free from viruses
 - has the latest updates applied
 - does not have any school data downloaded on to it (viewing emails and attachments is fine – but not to download them locally)
 - is logged out of all school apps/systems after use

- is locked when not in use
- Is password protected
- I will not use personal email addresses on the academy ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs). Instead I will report the potentially malicious email to the Network Manager and/or check the validity of the email by contacting the sender by other means.
- I will ensure that my data is regularly backed up, in accordance with relevant academy policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programs of any type on a machine, or store programmes on a computer or other device, nor will I try to alter computer settings, unless this is allowed in school / academy policies. (schools / academies should amend this section in the light of their policies on installing programmes / altering settings)
- I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / Academy / LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted, any device and/or hard copy records taken offsite will be kept secure in transit (i.e. not left on show), and at rest (i.e., not leaving in in a vehicle).
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school / academy policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute illegal copies (including music and videos).
- I understand that this Acceptable Use Policy applies not only to my work and use of school / academy ICT equipment in school, but also applies to my use of school / academy ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school / academy
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include (schools / academies should amend this section to provide relevant sanctions as per their behaviour policies) a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

Privacy Notice

The information you provide will be used for the purposes of the Visitors and Volunteers Agreement and will not be shared with any other organisations.

We will not use your information for any other purpose unless we have your consent, or the law allows us to do so. We are committed to protecting your information and will handle it in line with the General Data Protection Regulation 2018.

For more information about how we handle personal information and your rights, visit our website at www.stmargaretstorbay.org.uk email our Data Protection Officer at DPO@st-margarets.torbay.sch.uk