

Wellspring Academy Trust
ICT: Model Staff (and Volunteer) Acceptable Use Academy Policy
May 2015

Date Approved by Board: 20 May 2015

Who this policy applies to:

Date of Review: May 2018

- **Principal**
- **Staff**

Responsible Department: Wellspring Head Office

This Acceptable Use Policy is intended to ensure:

1. That staff and volunteers will be responsible users and will keep themselves safe while using the internet and other communications technologies belonging to or on the premises of the Academy or Trust for educational, personal and recreational use.
2. That Academy ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
3. That staff are protected from potential risk in their use of ICT in their everyday work.

The Academy will ensure that staff and volunteers have access to ICT 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.

Acceptable Use

1. 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 the use of ICT for enhancing learning. I will educate the young people in my care in the safe use of ICT and embed e-safety in my work.
 - 1.1. I understand that the Academy will monitor my use of the ICT systems, email and other digital communications.
 - 1.2. I understand that the rules set out in this agreement also apply to use of Academy ICT systems (eg laptops, email, VLE etc) outside of the Academy.
 - 1.3. I understand that the Academy ICT systems are primarily intended 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.
 - 1.4. I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
 - 1.5. I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person.
2. I will be professional in my communications and actions when using Academy ICT systems:
 - 2.1. I will not access, copy, remove or otherwise alter any other user's files without their express permission.

- 2.2. 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.
 - 2.3. 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. I will not use my personal equipment to record these images. Where these images are published (eg on the Academy website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
 - 2.4. I will not use chat and social networking sites in the Academy in accordance with the Academy's policies.
 - 2.5. I will only communicate with students / pupils and parents / carers using official Academy systems. Any such communication will be professional in tone and manner.
 - 2.6. I will not engage in any on-line activity that may compromise my professional responsibilities.
3. To provide safe and secure access to technologies and ensure the smooth running of the Academy:
- 3.1. When I use my personal hand held/external devices (PDAs/laptops/mobile phones/USB devices etc) in the Academy 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.
 - 3.2. I will not use personal email addresses on the Academy ICT systems.
 - 3.3. I will not open any attachments to emails unless the source is known and trusted.
 - 3.4. 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.
 - 3.5. I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings unless this is allowed in Academy policies.
 - 3.6. I will not disable or cause any damage to Academy equipment or the equipment belonging to others.
 - 3.7. I will only transport, hold, disclose or share personal information about myself or others as outlined in the Academy/LA Personal Data Policy. Where personal data is transferred outside the secure Academy network, it must be encrypted.
 - 3.8. I understand that the Data Protection Policy requires that any staff or 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 Academy policy to disclose such information to an appropriate authority.
 - 3.9. I will immediately report any damage or faults involving equipment or software however this may have happened.
4. When using the internet in my professional capacity or for Academy sanctioned personal use:
- 4.1. I will ensure that I have permission to use the original work of others in my own work
 - 4.2. Where work is protected by copyright, I will not download or distribute copies (including music and videos).

5. I understand that I am responsible for my actions in and out of the Academy:
 - 5.1. I understand that this Acceptable Use Policy applies not only to my work and use of Academy ICT equipment in Academy, but also applies to my use of Academy ICT systems and equipment out of the Academy and my use of personal equipment in the Academy or in situations related to my employment by the Academy.
 - 5.2. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Trust and in the event of illegal activities the involvement of the police.

Staff (and Volunteers) Acceptable Use Policy Agreement

I have read and understand the above and agree to use the Academy ICT systems (both in and out of the Academy) and my own devices (in the Academy and when carrying out communications related to the Academy) within these guidelines.

Staff / Volunteer Name _____

Signed _____

Date _____