ALL SAINTS' C.E. (C) PRIMARY SCHOOL, ALREWAS
Staff, Governor and Volunteer Acceptable Use Policy

'Believe to Achieve'
"Living life to the full" (John 10:10)

School Values
Love + Forgiveness + Friendship + Thankfulness + Trust + Respect = Koinonia

With the teachings of Jesus as our guide, we embrace a creative and ambitious curriculum to ignite a passion for learning. We prepare our children for a rapidly changing world by equipping them with critical and creative thinking skills, independence, resilience and respect for our core school values.

School Policy

This Acceptable Use Policy is intended to ensure:
- That staff and volunteers will be responsible users while using the internet and other communications technologies for educational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

For my professional and personal safety:
- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not use my mobile phone in class or in the vicinity of children. Its use will be restricted to the staffroom or other 'staff only' areas.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops email) out of school.
- I understand that the school ICT systems are intended for educational use only.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate, harmful material or incident; I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

- 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 school's policy on the use of digital / video images. I will not use my personal equipment to record these images.
- I will only communicate with students / pupils and parents / carers using official school systems and will do so in a professional manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:
- 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.
- 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 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 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 understand that I am responsible for my actions in and out of school:
- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- 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 Local Authority and in the event of illegal activities the involvement of the police.

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

Staff/Governor/Volunteer Name	
Signed	
Date	

Reviewed: September 2019
Next review: September 2020