Appendix A

IT Acceptable Use Policy for Staff, Trustees and Visitors

IT and related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff, including those in the EYFS setting, are aware of their professional responsibilities when using any form of IT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Deputy Head (Innovation) or Principal Deputy Head.

As a member of staff, trustee or visitor to the school, you are required to adhere to the following statements:

- I appreciate that IT includes a wide range of systems, including my iPad, mobile phones, PDAs, digital cameras, email, social networking and that IT use may also include personal IT devices when used for school business.
- I understand that it may be a criminal offence to use a school IT system for a purpose not permitted by its owner.
- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activity carried out under my username.
- I will only use the school’s email, internet, learning platforms such as Firefly and any related technologies for professional purposes, or for uses deemed ‘reasonable’ by the Headmaster or Board of Trustees.
- I will only use the approved, secure email system for any school business.
- I will ensure that personal data (such as data held on iSAMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Hard copies of sensitive personal data should only be taken out of school when authorised by the Headmaster or Board of Trustees. Sensitive personal data should not be transferred to external hard drives, including USB sticks.
- When working away from the school site, I will refer to the guidelines given in the Remote Working policy, which can be found on Firefly.
- I understand the importance of protecting and monitoring my use of data in line with GDPR regulations. In particular, I will adhere to the school’s policy on the creation and retention of personal data and will refer to the school’s Privacy Notice, the GDPR working party or the Principal Deputy Head should I be unsure of what data I can hold.
- I will not install any hardware or software without the permission of the Deputy Head (Innovation) or IT Systems Manager.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I understand that my use of the internet and email, when accessed through the School network, can be monitored and logged and can be made available, on request, to the Headmaster, and that School-owned devices, such as iPads, can be scrutinised at the Headmaster’s request.
- I will respect copyright and intellectual property rights.
- Images and audio recordings of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and (where appropriate) with written consent of the parent, carer or staff member. Images and audio recordings will not be distributed outside the school network/learning platform without the permission of the parent/carer, member of staff or Headmaster.
- I will ensure that my online activity will not bring the School into disrepute.
• I have read the **Staff Social Media Policy** and I understand and agree to its content.
• I will strive to ensure that all electronic communications with parents, pupils and staff, including email, IM and social networking, are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
• All EYFS staff will leave all personal mobile devices, including mobile phones and cameras, in a locked cabinet with the School Receptionist every morning, to be collected at the end of the day.
• I will support the school’s Online Safety Policy and help pupils to be safe and responsible in their use of IT and related technologies. I will promote online safety with pupils in my care and will help them to develop a responsible attitude to system use, communications and publishing.
• I will report any incidents of concern regarding children’s safety to the DSLs or the Headmaster.
• I understand that sanctions for disregarding any of the above will be in line with the School’s disciplinary procedures and serious infringements may be referred to the police.
• I understand that this policy will be updated regularly, in line with policy changes within or outside of school and that it is my responsibility to read new versions of this document.

**Accompanying documents to read:**

- Online Safety Policy
- Remote Working Policy
- Staff Social Media Policy
- Pupil Acceptable Use Policy