



# Staff/Governor Acceptable Use Policy

*'At the forefront of education, our vision is to provide opportunity and excellence in all branches of learning. By creating a flagship school that is a 'Centre of Excellence' in scores of disciplines, academic and beyond, each unique child's potential is explored and natural talents discovered. At Langney Primary School our vision is to uphold the balance between EXCELLENCE (standards) and the ENJOYMENT of learning (Vision Statement April 2014).'*

| Approval Date | Policy Reviewer | Title          | Chair of Governors   |
|---------------|-----------------|----------------|----------------------|
|               | Benjamin Bowles | Head of School | Jane McCarthy-Penman |

|                            |               |
|----------------------------|---------------|
| Frequency of Policy Review | Every 2 years |
| Model Policy               | ESCC          |
| Added to Staff Drive       | June 2019     |

This policy is ratified by Langney's Local Governing Body (LGB) and confirmed by the SWALE Board of Directors.

# Visitor Acceptable Use Policy Agreement

## **This Acceptable Use Policy is intended to ensure:**

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational 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.

## **Acceptable Use Policy Agreement**

For my professional and personal safety:

- I understand that the school may monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (email, laptops) out of school.
- I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the Head Teacher (E-Safety Officer) or Computing/E-Safety Subject Leader.

## **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 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 school's policy on the use of digital / video images. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with parents/carers by email using the official administration email address. I will not give out or use my personal email address to communicate with parents.
- I will not use chat or social networking sites in school (including personal mobile devices).
- I will not engage in any online activity that may compromise my professional responsibilities. This includes leaving any remarks about the school or my feelings towards it, on social network and blog sites.

## **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 use personal laptops or tablets in school, unless permitted by a senior member of SLT (e.g. governors may need to access their G Suite accounts in school via their own devices). In this situation, all points laid out in the Acceptable Use Policy apply to the use of personal devices via the school's wifi.
- 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 (see e-safety policy) or inappropriate or may cause harm or distress to others.
- I will not try to use any programs 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 consult the Headteacher before I install or attempt to install programmes of any type on a machine, or I try to alter computer settings.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will only transport, hold, disclose or share personal information about others, or myself as outlined in the ESCC 'Information Security' Policy. Where pupil level data is transferred outside the secure network it must be encrypted and in accordance with the ESCC 'Data In Transit' Policy.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- 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 copies (including music and videos), outside the terms and conditions of the school Performing Rights license.

**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.