



STAFF E-LEARNING ACCEPTABLE USE POLICY AGREEMENT

Clanfield Church of England Primary School

Approved by:	Chair of Governors Vice Chair of Governors	Date: Sept 2019
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Last reviewed:	
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Next review:	June 2021
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Staff E-Learning Acceptable Use Policy Agreement

At Clanfield CE Primary School our aspiration is that every child reaches their full potential in a happy, safe and stimulating environment. This vision is achieved through the Christian values of mutual respect, friendship, perseverance and responsibility.

ICT and the related technologies such as email, the internet and mobile devices are a deeply enabling part of our daily working life in school. This *Acceptable Use Policy* is intended to ensure:

- ✓ Staff will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- ✓ The 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.

All staff are expected to sign this policy and adhere at all times to its contents. This agreement will be reviewed annually to take account of ICT developments. Any concerns or clarification regarding ICT use (e.g. new technologies) should be discussed with either the ICT Coordinator or Headteacher.

For my professional and personal safety:

- I understand that the school and the ICT support company employed by the school, will monitor my use of the school ICT systems and devices.
- I understand that the rules set out in this agreement apply to the use of school ICT systems and devices with internet access.
- I understand that the school ICT systems and devices are primarily intended for educational use and that I will only use the systems for personal or recreational use outside of directed time and within these policies.
- I will not disclose my username and password to anyone else, nor will I try to use any other person's username and password. I will never log a child onto the network using my own username.
- I will not give out my own personal details, such as mobile phone number, school or personal email address or any social media account details to children.
- I will not communicate with individual children using my own email account or via social media. I will not accept current children as friends on social networking sites.
- I will not accept current parents of children in the school as friends if the school is the only link with these.
- I will not comment on the school, children in my care, parents/guardians of children, staff or anything related to my professional role in any capacity when using social media.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the ICT Coordinator and the Headteacher.

I will be professional in my communications and actions when using school ICT systems:

- I will not engage in any on-line activity that may compromise my professional responsibilities.

- I will not access, copy, remove or otherwise alter any other user's files without their permission.
- I will ensure that when I take images of others I will do so with their permission and in accordance with current legislation and DCSF guidance (See appendix 1: *Safeguarding children in a digital world*) on the use of digital images in schools.
- I will not use my personal equipment to record these images, unless I have permission to do so from the headteacher or deputy headteacher. If I use my personal digital equipment in school, such as digital cameras and mobiles, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand that all photographs of children must be uploaded to a secure area of the network, and deleted from any personal or school device immediately.
- To ensure child privacy, I understand that permission must be given by the ICT Coordinator or Headteacher (i/c. Child Protection) before a child's work can be published on external school websites.
- I understand I must assess any risks associated with Internet usage and ensure that the Internet is the most appropriate mechanism to use. Any risks must be included in lesson planning as part of the ongoing e-safety work with children.
- I understand that I must not enter or use betting sites, or run a private business via the internet using school equipment.
- To enable timely communication, I will check my school email account at least three times a week during term time if a full member of staff and at least weekly if part time.
- All approved correspondence with external agencies or parents/carers using email must be sent from and to an official Clanfield CE Primary School account and with the permission of the SLT if discussing sensitive information.
- I understand that I may be asked to make available past email correspondence.
- I understand that I am responsible for ensuring the children follow the following rules during lessons where they use ICT. In particular children
 - ✓ Should only use those applications I have instructed them to use.
 - ✓ Should only use ICT equipment provided by the school.
 - ✓ May not use any computers in school unless directly supervised by a member of staff.

The school and the local authority have the responsibility to provide safe and secure areas to access technologies:

- I understand that the use of school equipment by friends and family is strictly forbidden.
- 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 (e.g. 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 system in place to prevent access to such materials.
- I will not load unauthorised software onto a school machine or try to alter computer settings.

- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I understand the risks associated with the use of removable media devices, such as USB pens and portable hard drives. I will ensure that all sensitive data on children is not stored on removable media devices but on the school's cloud based system.
- I understand that the data protection policy requires that staff or child 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, to the ICT Coordinator.
- I will respect copyright and intellectual property rights e.g. when downloading and storing music and video files from YouTube for educational use.

I understand that I am responsible for my actions in and out of school:

- I understand that this *Acceptable Use Policy* applies to my e-learning work and use of ICT equipment in school and in external situations related to my employment by Clanfield CE Primary School.
- I understand this *Acceptable Use Policy* forms part of the terms and conditions set out in my contract of employment and that if I am found to have breached this policy, I may be subject to Oxfordshire County Council's disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

I have read and understand the above and agree to use ICT systems both in and out of school within these guidelines.

Staff Name: Signed:

Dated:.....

Evaluating & Reviewing the Policy

This policy statement and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by the Governing Body. It will be formally reviewed every three years to ensure that the policy enables all children to have equal access to continuity of education.

A review of the policy will be undertaken regularly and any amendments or updates will be reported to the full Governing Body. Any new legislation or directives will be incorporated into the policy as necessary.