



Acceptable Use Agreement for all Corsham Regis Primary Academy Staff

Corsham Regis Primary Academy, as part of The Corsham School Academy Group, is committed to provide the best ICT infrastructure it can to support the highest standards of teaching and learning, and the highest standards of support and the efficient running of all school business. All staff must however accept that their use of these resources is for professional purposes only and use must comply with legal, moral and safety codes, including child protection and data protection. The Corsham School (ICT) Acceptable Use Policy (part of the Personnel Policy) sets out the rules and guidelines for all staff (Please refer to this policy for further guidance).

This policy relates to teachers' standards:

9. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

9.2 Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.

The principles of this policy are:

- Staff have a personal responsibility in all matters of school computer use.
- Staff have access to computer equipment to carry out their specified roles, which includes access to email.
- Staff have a duty to protect students and other staff from undesirable information, particularly accessed through the internet.
- Use of school computer equipment must comply with the Data Protection Act, and the Misuse of Computers Act. See Appendices 1 & 2 of The Corsham School (ICT) Acceptable Use Policy (part of the Personnel Policy).

In addition to the requirements of The Corsham School (ICT) Acceptable Use Policy (part of the Personnel Policy), all staff at Corsham Regis understand that new technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Agreement is intended to ensure:

- that staff will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that personal data of pupils, parents, staff and governors is kept secure
- that staff are protected from potential risk in their use of technology in their everyday work.

Corsham Regis will try to ensure that staff have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I know the importance of keeping personal data safe and will comply with the Data Protection Policy for The Corsham School Academy Group. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the academy will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use, not for personal or recreational use
- 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will report any breach of an individual's personal data to the Data Controller

I will be professional in my communications and actions when using academy 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. I will not use my personal equipment to record these images. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

Corsham Regis and The Corsham School Academy Group have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the academy:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, 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.
- I will not use personal email addresses on the academy ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant academy policies.
- 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 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 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
- I will not disable or cause any damage to academy equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in The Corsham School Academy Group Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted and password protected. Paper based protected and restricted data must be held in lockable storage.
- I understand that 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.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

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).

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

- I understand that this Acceptable Use Agreement applies not only to my work and use of academy digital technology equipment in school, but also applies to my use of academy systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the academy
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and, in the event of illegal activities, the involvement of the police.

At Corsham Regis Primary Academy I will use academy ICT systems and hardware responsibly and keep personal data secure by:

- Recognising all IT remains the property of Corsham Regis Primary Academy.
- Understanding that if IT hardware is allocated to a named member of staff, it is their responsibility. If another member of staff borrows it, the responsibility still stays with the staff member allocated. Only Corsham Regis Primary Academy staff should use the IT hardware.
- Keeping the school IT hardware on site at all times.
- Returning the school's IT hardware to the Admin and Finance manager for re-allocation on leaving the academy's employment.
- Reporting any lost or stolen device immediately
- Switching off the IT hardware not being used at the end of each working day, and locking away it away over the weekend and during school holidays.
- Locking the screen on the IT hardware when away from the device and not able to supervise its usage
- Checking installed virus protection software on the device is kept up to date.
- Not attempting to alter the computer settings other than to personalise the desktop working area.
- Reporting any fault which occurs with the IT hardware immediately to MARCSS, via the online reporting system.
- Using a strong password or pin to secure all devices, including personal devices if these are used to access or download school communications
- Logging out of any websites or applications which contain personal or sensitive information after use
- Using encryption to store data on a device securely
- Saving documents which include personal data in a secure folder on the server and not on the desktop or local drive
- Password protecting all documents including personal or sensitive data
- Printing off documents which include personal or sensitive data to a secure school printer only, and that this is locked securely away in school when it is not in use or shredded if finished with

- Locking away hard copies of personal / sensitive data in school
- Not sharing passwords for documents and websites with others
- Not use personal email accounts for any school related communications
- Keeping individual logins to electronic devices private and not recorded in locations where they could be discovered by others
- Securing data on all devices at home by creating separate logins for other family users
- Transferring documents between home and school which include personal / sensitive information using an encrypted USB stick provided by Corsham Regis or using OneDrive through your school Office 365 account
- Checking that the encrypted USB stick has been registered with the Admin and Finance Manager, Mrs Tracie Brewer, and returning it when leaving employment of The Corsham School Academy Group
- Not using public cloud-based sharing and public backup services
- Not downloading untrusted or unverified apps

I have read and understand the above and agree to use the school digital technology 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 Name:

Signed:

Date: