ACCEPTABLE USE POLICY
for
STAFF

Updated: January 2015

Introduction

New technologies have become integral to the lives of children and young people in today's society, both within the Academy and in their lives outside the Academy. 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 internet access at all times.

This Acceptable Use Policy for staff is intended to ensure:

- That staff and volunteers will be responsible users and stay safe (as set out in this policy) while using the internet and other communications technologies for educational use.
- That Academy 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 Academy will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils and will, in return, expect staff and volunteers to agree to be responsible users.

NOTE: Staff must also be familiar with the Emerson Park Academy Acceptable Use, E-Safety, Data Security and Child Protection Policies.

General

Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software and ensure they have been found to be clean of viruses before connecting them to the network.
- Protect the computers from spillages by NOT eating or drinking in ICT suites or near ICT equipment.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Always be wary about revealing your home address, telephone number, Academy name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas and floppy disks will be treated like Academy lockers. ICT staff may review your files and communications to ensure that you are using the system responsibly.

Acceptable use of the internet provided by Emerson Park Academy

Use of the internet by staff of Emerson Park Academy is permitted and encouraged where such use supports the goals and objectives of our organisation. However, Emerson Park Academy has a policy for the use of the internet whereby staff must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the Academy by their misuse of the internet

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by staff:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Emerson Park Academy and/or your colleagues on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the Academy network

Monitoring

Emerson Park Academy accepts that the use of the internet is a valuable Teaching and Learning tool. However, misuse of this facility can have a negative impact upon productivity and the reputation of our Academy.

In addition, all of the Academy's internet-related resources are provided for Educational purposes. Therefore, the Academy maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited.

Acceptable use of email at Emerson Park Academy

Use of email by staff members of Emerson Park Academy is permitted and encouraged where such use supports the goals and objectives of our organisation. However, Emerson Park Academy has a policy for the use of email whereby all staff must ensure that they:

- comply with current legislation
- use email in an acceptable way
- do not create unnecessary risk to the Academy by their misuse of the internet
- only use the approved, secure email system(s) for any Academy business which is currently LGFL StaffMail.

Unacceptable behaviour

- use of Academy communications systems to set up personal businesses or send chain letters
- forwarding of confidential Academy messages/information to external locations
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- accessing copyrighted information in a way that violates the copyright
- breaking into the Academy's or another organisation's systems or unauthorised use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious or other non-Academy related matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of computer virus or malware into the Academy network

Monitoring

Emerson Park Academy accepts that the use of email is a valuable communication/organisational tool. However, misuse of this facility can have a negative impact upon productivity and the reputation of our Academy.

In addition, all of the Academy's email resources (currently LGFL StaffMail) are provided for Academy/work purposes. Therefore, the Academy maintains the right to examine our e-mail systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the Academy also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring of e-mail will be for legitimate purposes ONLY and will NEVER be undertaken unless prior notice has been given by the Head Teacher to the relevant parties/users concerned.

Undertaking by staff

I understand that I must use Academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the Academy will monitor my use of the ICT systems, email and other digital communications and that monitoring of Academy e-mail will be for legitimate purposes ONLY and will NEVER be undertaken unless I have received prior notice from the Head Teacher.
- I understand that the rules set out in this agreement also apply to the use of Academy ICT systems e.g. Academy laptops, Academy email, VLE and Intranet (currently Fronter) etc. out of Academy and have read and understood the EPA Data Security Policy.
- I understand that the Academy ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the designated areas provided by the Academy. The Academy will provide workstations for staff in the Staff Room where they can access personal e-mail accounts in their spare time and/or out of normal working hours.
- 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 or harmful material or incident I become aware of, to the appropriate person.

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 use e-mail to communicate with others in a professional manner and will not use aggressive or inappropriate language.
- I will ensure that when I take and / or publish images of others (staff & pupils) I will do so with their permission and in accordance with the Academy's policy on the use of digital / video images as contained in the EPS E-Safety Policy.
- I will not use my personal equipment to record these images, unless I have permission form the Designated Internet Safety Officer (ISO) to do so (Refer to the E-safety policy for more information). Where these images are published (e.g. on the Academy website, Intranet or VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I understand that all chat and social networking sites are blocked on the Academy's network and I will only use the collaboration tools and software provided by the Academy (currently Fronter VLE & Intranet) and for educational purposes.

- I will only communicate with pupils and parents/carers using official Academy e-mail (currently LGFL StaffMail). Any such communication will always be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The Academy and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Academy:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in Academy, 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. No personal laptops, data storage devices or PDA's must be connected to the Academy's network without prior permission obtained from the Senior ICT Technician or Systems Manager.
- I will not use my personal email addresses on the Academy ICT systems. If I have to access my personal e-mail account in Academy I will use the facilities in the Staff Room which has been provided specifically for this purpose.
- 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 ensure that my data is regularly backed up, in accordance with the Data Security Policy.
- 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 from the Senior ICT Technician) to perform 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 any 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 Data Security Policy. Where personal data is transferred outside the secure Academy network, it will be encrypted.
- I understand that the Data Security Policy requires that any staff and/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 Academy 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 Academy:

- I understand that this Acceptable Use Policy applies not only to my work and use of Academy ICT equipment in Academy, but also applies to my use of Academy ICT systems and equipment out of Academy and my use of personal equipment in Academy or in situations related to my employment by the Academy.
- 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 all of the above and agree to use the Academy ICT systems (both in and out of Academy) and my own devices (in Academy and when carrying out communications related to the Academy) within these guidelines. I am also familiar with the:

- EPA Acceptable Use Policy for students,
- E-Safety Policy,
- Data Security Policy
- Anti-Cyberbullying Policy
- Social Networking Policy and
- Child Protection Policies.

Staff / Volunteer Name

Signed

Date