



Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Policy/Procedure: Acceptable Use of ICT Policy: Staff & Volunteers

First approved by Trust Board: March 2015

Review Frequency: Every Two Years

Date of last review: July 2017

Date of next review: July 2019

Osborne Co-operative Academy Trust

Acceptable Use of ICT Policy: Staff & Volunteers

Osborne Co-operative Academy Trust (formerly St Clere's Co-operative Academy Trust) is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Responsible Use of ICT

Acceptable User Policy (Staff & Volunteers)

As a professional organisation with responsibility for young people's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the schools' computer systems in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the Trust's ethos, other appropriate policies and the Law.

1. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, personal devices, digital cameras, email and social media sites.
2. Trust and school owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system).
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the Network Manager.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes,

held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any data which is being removed from the schools sites (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.

7. I will not keep professional documents, which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and encrypted. Where possible I will use OneDrive to upload any work documents and files in a password protected environment (if appropriate). I will protect the devices in my care from unapproved access or theft.
8. I will not store any personal information on the schools computer system that is unrelated to school activities, such as personal photographs, files or financial information.
9. I will respect copyright and intellectual property rights by checking copyright and not publishing or distributing any work including images, music and videos, this is protected by copyright without seeking the author's permission.
10. I have read and understood the Trust Online-Safety policy, which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
11. I will report all incidents of concern regarding children's online safety to the Designated Person for Child Protection as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the ICT Coordinator or the designated lead for filtering as soon as possible.
12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the Network Manager.
13. My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships, which may compromise this will be discussed with the Head Teacher or CEO.
14. My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school Acceptable Use Policy and the Law.
15. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the Trust or the School into disrepute.

16. I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.
17. I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
18. I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
19. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Head Teacher or the CEO.
20. I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

Monitoring, Evaluation and Review

The Trust Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.

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Staff Name:	Role:
Place of work:	

- I have read and understand the Osborne Co-operative Academy Trust Rules for the responsible use of ICT.
- I agree to abide by all the points above.
- I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.
- I understand that it is my responsibility to ensure that I remain up to date and read and understand Trust and or schools most recent online safety policies.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Signed:	Date:
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Please return to your HR manager