

Technology acceptable use agreement – staff, volunteers, contractors and visitors

The Aspire Educational Trust

2019-2020 Academic Year

Whilst our trust promotes the use of technology and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology appropriately. Any misuse of technology will not be taken lightly and will be reported to the principal/HR Manager in order for any necessary further action to be taken.

This acceptable use agreement is designed to outline staff responsibilities when using technology, whether this is via personal devices or school/trust devices, or on/off the trust's premises, and applies to all staff, volunteers, contractors and visitors.

Please read this document carefully and click read to show you agree to the terms outlined.

1. Using technology in school

- I will only use IT systems, such as computers (including laptops) and tablets, which have been permitted for my use by the principal or trust line manager.
- I will only use the approved email accounts that have been provided to me.
- I will not use personal emails to send and receive personal data or information.
- I will not share sensitive personal data with any pupils, staff or third parties unless explicit consent has been received.
- I will ensure that any personal data is stored in line with the GDPR.
- I will delete any chain letters, spam and other emails from unknown sources without opening them.
- I will ensure that I obtain permission prior to accessing learning materials from unapproved sources.
- I will only use the internet for personal use during out-of-school hours, including break and lunch times.
- I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
- I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
- I will not install any software onto school IT systems unless instructed to do so by the e-safety lead or principal.
- I will ensure any school-owned device is protected by anti-virus software and that I check this on a weekly basis.
- I will only use recommended removable media and will keep this securely stored in line with the GDPR.
- I will only store data on removable media or other technological devices that has been encrypted or pseudonymised.
- I will only store sensitive and personal data where it is absolutely necessary and which is encrypted.

- I will provide removable media to the e-safety lead for safe disposal once I am finished with it.

2. Mobile devices

- I will only use school-owned mobile devices for educational purposes.
- I will only use personal mobile devices during out-of-school hours, including break and lunch times.
- If in exceptional circumstances I need to use a personal device at other times I will seek permission from the principal first.
- I will ensure that personal mobile devices are either switched off or set to silent mode during school hours and will only make or receive calls in the school's specified areas.
- I will ensure personal mobile devices are stored securely, as determined by the school, during lesson times.
- I will ensure personal mobile devices stored in pupil areas are internet disabled during lesson times.
- I will not use personal mobile devices to take images or videos of pupils or staff.
- If in exceptional circumstances it is necessary to use a personal device for school business I will seek permission from the principal first.
- I will use school-owned mobile devices to take images or recordings of pupils and staff.
- I will not use mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by the principal.
- I will not use personal mobile devices to communicate with pupils or parents.
- I will not store any images or videos of pupils, staff or parents on any mobile device unless consent has been sought from the individual(s) in the images or videos.
- In line with the above, I will only process images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will ensure that any school data stored on personal mobile devices is encrypted and pseudonymised and give permission for the e-safety lead to erase and wipe data off my device if it is lost or as part of exit procedures.

3. Social media and online professionalism

- If I am representing the school online, e.g. through blogging or on school social media account, I will express neutral opinions and will not disclose any confidential information regarding the school, or any information that may affect its reputability.
- I will not use any school-owned mobile devices to access personal social networking sites, unless it is beneficial to the material being taught; I will gain permission from the principal before accessing the site.
- I will not communicate with pupils or parents over personal social networking sites.

- I will not accept 'friend requests' from any pupils or parents over personal social networking sites.
- I will inform the principal of any personal friendships with a parent where this exists beyond the usual parent/professional relationships and may impact on aspects of my compliance with the requirements of this acceptable use agreement.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school/trust on any social networking sites which may affect the school/trust's reputability.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post or upload any images and videos of pupils, staff or parents on any online website without consent from the individual(s) in the images or videos.
- In line with the above, I will only post images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school/trust contact channels.

4. Working at home

- I will adhere to the principles of the GDPR when taking work home or working off site.
- I will ensure I obtain permission from my line manager and data protection officer (DPO) before any personal data is transferred from a school-owned device to a personal device.
- I will ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- I will ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- I will ensure my personal device has been assessed for security by the e-safety lead before it is used for lone/home-working.
- I will ensure no unauthorised persons, such as family members or friends, access any personal devices used for lone/home-working.
- I will act in accordance with the trust's E-Security Policy when transporting school/trust equipment and data.

5. Training

- I will ensure I participate in any e-safety, online or data protection training offered to me, and will remain up-to-date with current developments in social media and the internet as a whole.
- I will ensure that I allow the e-safety lead and DPO to undertake regular audits to identify any areas of need I may have in relation to training.
- I will ensure I employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.

- I will ensure that I deliver any training to pupils as required.

6. Reporting misuse or data breaches

- I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the E-Safety Policy, e.g. to monitor pupils' internet usage.
- I will ensure that I report any misuse by pupils, or by staff members breaching the procedures outlined in this agreement, to the principal or my line manager.
- I understand that my use of the internet will be monitored by the e-safety lead and recognise the consequences if I breach the terms of this agreement.
- I understand that the principal or my line manager may decide to take disciplinary action against me in accordance with the Disciplinary Policy and Procedure, if I breach this agreement.
- I understand my responsibility to adhere to the trust's data protection policy and to report all online data breaches immediately.

By clicking 'read' on Compliance Manager in relation to this document you are electronically recording the following:

I certify that I have read and understood this agreement and ensure that I will abide by each principle.