

Statement for Staff on Acceptable Use of Digital Technologies and Devices

This document covers use of digital technologies and devices, internet and cloud services, and connections, in school and offsite, e.g. GDPR, E-mail, internet and network resources, phones, software, portable and fixed equipment and systems.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head Teacher and Management Board.
- I will not reveal my password(s) to anyone. I will use a secure password. I will not use a password that I use for any personal accounts.
- I will follow 'good practice' advice in the creation and use of my password, e.g. *'threedifferentwords'*. If I suspect my password has been disclosed I will change it immediately, and inform xxx of the compromise.
- I will not use anyone else's password if they reveal it to me and will advise them to change it immediately should they do so.
- I will not allow unauthorised individuals to access any school systems, E-mail, internet or network services.
- I will ensure that all documents, data etc. are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities or the reputation of FB, nor mention the school's name in any social media.
- I will only use the approved, secure E-mail system for school business. I understand that my E-mail account can be viewed by senior staff of the school and should only be used for school business.
- When communicating with pupils or parents/carers on appropriate school business I will only use the approved school E-mail or other school-approved communication systems.
- I will not browse, download or send any material that could be considered offensive.
- I will report immediately any accidental access to, or receipt of, inappropriate materials, or any filtering breach to the school's named contact Amanda Harris, Data Protection Officer, as outlined in the school's e-Safety policy.
- I will report immediately any data breach, whether through the loss of equipment or devices, or through any other means e.g. hacking, inappropriate use of secured or unsecured E-mail, to the Head teacher who will inform the DPO.
- I will not connect a computer, laptop or other device (including USB flash drive) to the network or internet that does not have up-to-date anti-virus software.
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will keep 'loaned' equipment up-to-date by bringing the equipment into school at regular intervals to be updated and checked.
- I will not download and/or attempt to install any unauthorised software or other resources that could compromise the network or device, or that are not adequately licensed.
- I will not print, publish or distribute any work that is protected by copyright.
- I will not use personal digital cameras or camera phones for taking and transferring still or moving images of pupils or staff without permission and will not store images at home without permission.

- I understand that I am a role model and will promote positive on-line safety and model safe, responsible and positive behaviour in my use of technology, including when using social networking sites, blogs etc., and I will not bring the school's reputation into disrepute.
- I will not contact, or attempt to contact, any pupil, or to access their contact details (including their handles/usernames on different platforms) in any way other than using school-approved and school-monitored ways. I will report immediately any breach of this by others, or of attempts by pupils to do the same, to the Head Teacher.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I will follow the school's data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when required by law to disclose such information to an appropriate authority.
- I will embed the school's e-safety curriculum into my teaching.
- I will alert the school's Designated Safeguarding Lead or senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.
- I understand that all Internet usage/network usage may be logged and that this information could be made available to my manager on request.
- I understand that the person in whose name an on-line services account is issued is responsible for its proper use at all times.
- I shall use the school's systems and devices only with my own account identification.
- I shall use the school's system and devices safely, responsibly and primarily for working purposes.
- I shall not use personal E-mail or social media accounts on the school's equipment.
- I shall not access, download, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.
- I shall not use the school's system to promote unethical practices or any activity prohibited by law.
- I shall not use the school's system to engage in commercial or other for-profit activities without permission.
- I shall not attempt to interfere with other users' ability to send or receive E-mail, nor will I attempt to read, delete, copy, modify, or forge another user's E-mail.
- Classroom and work-related web sites shall be subject to rules and guidelines established for online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libellous, and slanderous content. I understand that I must report immediately any security problem, or misuse of the services to the Head Teacher or designated member of staff.
- I shall not wilfully cause damage of any kind to the school's electronic devices.
- Robust security systems are in place to filter unwanted communications; the school is not responsible for protecting the user from receiving spam E-mail, security threats, offensive electronic messages, or other unwanted electronic communication.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Acceptable Use Policy: Staff agreement form

User Signature

I agree to abide by all the points above, both in the spirit and the letter.

I understand that it is my responsibility to read, understand and remain up-to-date with the school's most recent e-safety policies.

- I wish to have an E-mail account
- I wish to be connected to the Internet
- I wish be able to use the school's ICT resources and systems

I have initialled and dated each of the preceding pages of this agreement

Signature _____ Date: _____
Full Name _____ (*Print Name*)
Job title _____

Authorised Signature (Head Teacher / Head of Centre)

I approve this user to be set-up.

Signature _____ Date: _____

Agreement for the Assignment of a portable ICT device

This agreement is entered into between Francis Barber school and any person assigned a FBPRU portable device (e.g. Laptop, Chromebook, Notebook, Tablet computer, iPad).

The person named below has received the following portable ICT device

Laptop **Chromebook** **Notebook** **Tablet** **iPad** **Other:** _____
Asset No: _____ **Manufacturer:** _____ **Model :** _____ **Serial No:** _____
Power cord/adapter: Y / N **Carrying case:** Y / N **Full Replacement Value:** £ _____

He/she agrees that the equipment is in good working order at the start of the agreement period; that if the person leaves, all equipment must be returned to the school; that the person named below is responsible for this equipment at all times.

The person is responsible for taking reasonable precautions to secure the device in such a manner that it will not be subject to theft or damage and will be held responsible for any loss. A police report indicating the cause of the loss, theft or damage to the device must be provided to the school. If a police report is not provided, then the employee is liable for the full replacement value of the device, as shown above.

Please initial each statement, then sign and date below:

_____ I have read, and agree to abide by, the Francis Barber Acceptable Use Policy. I understand that my use of this device is governed by the guidelines set forth in this policy.

_____ I understand that this device must be secured by a password at all times. I understand that I am responsible for maintaining the confidentiality of any data stored or accessed on this device. I understand that this device is managed by a central system that allows FB personnel to wipe or lock the laptop in the event of loss or theft. In the event of loss or theft, FB personnel may attempt to track the location of the device using approved location tracking tools.

_____ I will return this equipment to the site principal or designee as a result of my change of status.

_____ I agree that I am accountable for the equipment listed above, and that I must exercise reasonable care in its safekeeping. The equipment remains the property of FB PRU. I will not use the equipment for personal use.

_____ I agree that loss, theft or damage to this device must be reported immediately to the school. Unless I provide a police report for the loss, theft or damage that occurs outside of the school, I agree to promptly provide payment for the full replacement value of the device.

I understand that I must not permit others to use the device, with the exception of instruction or demo.

I understand that the device will be in my possession at all times, and I am not to lend the device to anyone, including members of my family, for any reason.

I understand that I am responsible for the appropriate use of my device, including anything stored on it, by anyone, for any length of time.

Name (please print) _____

Signature _____ **Date** _____

A hard copy of this form must be filed at the school site. A scanned electronic copy must be filed in the shared network folder.