

Elizabeth Garrett Anderson School

ACCEPTABLE USE OF IT POLICY (AUP) 2015 : STAFF

This policy covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, software, equipment and systems. IT, both hardware and applications, is rapidly evolving and this policy covers future developments in line with the principles summarised below. A signed copy of this document should be filed with the school business manager before school IT is used by staff. All staff should log off / lock their computer when leaving a room / office to maximise security of the system.

- I will use the school's digital technology resources and systems responsibly and am aware that the categories considered unacceptable using the school network/equipment include: gambling, harassment (as outlined in the equalities duty), use of proxy servers, sexual content, abuse (as outlined in the child protection policy), bullying, swearing, radicalisation of young people (as outlined in the prevent duty 2015).
- I am aware of my responsibility to keep young people safe in education by reporting any concerns, including any IT based concerns, to the designated staff (as outlined in child protection guidance)
- I will keep my passwords confidential.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems. If I am uncertain if a person is authorised I will seek guidance from a member of the leadership team.
- I will ensure all documents, data, files, images comply with the Data Protection Act and school policies. (Data protection in this context is about keeping files secure and not sharing files with unauthorised people)
- I will use the school systems (email / phone / website) for all professional purposes including communication with pupils and parents/carers.
- I will not download any software or copyright protected material from the Internet. (This means I won't knowingly download and use illegally obtained music/video clips/images from the Internet)
- I will return any loaned equipment to school, as required, for updating.
- Images of pupils or staff will only be taken with permission and will only be stored on a secure area of the school network (Staff / home or admin drives). Parents give permission for photos to be taken, and used internally, at admissions interview. You can assume that a student who has a photo in SIMS has permission for other internal photos. Separate permission must be sought if images are to be used externally.
- I will ensure that any private social networking site accounts that I have are not confused with my professional role and do not release personal information that students could access or release any information about colleagues or students.
- I understand that data protection requires that any information seen by me with regard to staff or pupil information, held within the school, including the information management system (SIMS), will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's e-safety curriculum into my teaching, including monitoring pupil computer use in my lessons using the software installed for this purpose.
- I will ensure that I am considerate of others when sending emails and will use appropriate language and avoid the unnecessary filling up of colleagues' in-boxes.
- I understand that all internet / and network usage are routinely scanned electronically for inappropriate content.
- If I receive inappropriate material I will alert my line manager and designated member of the leadership team that this has happened.
- I will ask for CPD on any equipment / software as needed to ensure I can best use IT for learning and supporting student e-safety
- I understand that any misuse on my account/s may result in action under the disciplinary policy.

User Signature

I agree to abide by all the points above. I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature _____

Date _____

Full Name _____ (printed) Job title _____