**Acceptable Use Policy and Agreement – November 2020**

**This policy covers the acceptable use of IT by staff, volunteers and pupils. It also covers additional measures that all staff, volunteers and pupils must abide by in order to ensure The Tutorial Foundation and its tutors are compliant with GDPR regulations.**

1. **Staff and Volunteers**

**Staff need to ensure that there may be issues relating to a child’s behaviour as a result of child protection issues. Where staff have any concerns of this nature the agreed steps outlined in the school’s ‘Child Protection Policy’ should be followed.**

**School Policy**

New technologies have become integral to the lives of children and young people in today’s society, both within schools and in their lives outside school. 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 is intended to ensure:**

* That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use,
* That school 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 every day work.

**The Tutorial Foundation will try and ensure that staff and volunteers have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to be responsible users.**

**Acceptable Use Policy Agreement**

I understand that I must use school 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 recognize the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in may 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 school will monitor the use of the ICT systems, email and other digital communications.
* I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. lap tops, IPads, email) out of school.
* I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
* 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 lock the screen on my laptop when it is not in use so that it cannot be accessed by anyone else on the premises.
* I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
* I will not use memory sticks to save information (either inside or outside of school).
* I will save all school related documents (and data) to the appropriate folder on the School Google Team drive. I will not save pupil data or other personal information to the harddrive on my laptop.
* I will not leave any school issued ICT equipment (including laptops and Ipads) unattended when they are not on school premises. If I take this equipment home to work on school data, I will ensure the equipment is stored in my home until it is returned to school.

I will be professional in my communications and actions when using school ICT systems:

* I will not access, copy, remove or otherwise alter any other user’s files, without their express permission.
* I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will not download any school data onto my personal ICT equipment and I will only use the ICT equipment supplied by the school for this purpose.
* I understand that the use of memory sticks is forbidden in any capacity.
* I will ensure that when I take and/or publish images of others I will do so with their permission. Images taken on non-school equipment should only be downloaded using school equipment and then deleted from the original device. I will not use my own personal equipment to record these images unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal identification, those who are featured.
* I will not use chat or social networking sites in school time. Any information shared out of school time should never compromise the school’s duty to provide the highest possible standard of education or bring the school’s reputation into disrepute. Staff should report all contacts through social networking sites which may concern them to the Headteacher.
* I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
* I will not engage in any online activity that may compromise my professional responsibilities.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school: where permission needs to be sought please see the headteacher.

* When I use my personal handheld devices/ laptops/ mobile phones/ USB devices, I will follow the rules set out in this agreement. I will ensure that such devices are protected by up to date anti-virus software and are free from viruses.
* I understand that I may use my own mobile phone / IPad /laptop to access my work email account but I will protect access to this account by installing additional security features on my devices e.g. fingerprint access/installing a login password/installing a security code on any device.
* I will not use personal email addresses on the school ICT systems for pupils’ personal data.
* 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.
* I will not try to upload, download or access any materials which are illegal 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 systems in place to prevent access to such materials.
* I will not try (unless I have permission) to make 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 on any type of machine or story programmes on a computer, nor will I try to alter computer settings, unless authorized.
* I will not disable or cause any damage to school equipment, or the equipment belonging to others.
* I understand that data protection policy requires that any staff or student/ pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by school or law to disclose such information to an appropriate authority.
* I will report any data breaches to the Data Protection Lead – Julia Low/school office immediately. Such instances include but are not limited to the loss of a laptop, loss of printed information, loss of an IPad etc. Please refer to the Data Protection Policy and Data Breach Response Plan for further guidance on data breaches and actions you need to take in the event of a breach.
* 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 school 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.

I understand that I am responsible for my actions in and out of school:

* I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
* 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 the board and in the event of illegal activities the involvement of the police.
* I understand that if I fail to take adequate care of the ICT equipment I am responsible for whilst working for The Tutorial Foundation (this includes but is not limited to a laptop and IPad) then I may be asked to provide a financial contribution towards the replacement of the equipment.
* I understand that I am required to sign a separate document if I am provided with ICT equipment procured by the school in order to fulfill my work commitments. This separate document will be stored along with my signed copy of the Acceptable Use Policy.

I have read and understand the above and agree to use the Tutorial Foundation’s ICT systems (both in and out of school) and my own devices (in school) within these guidelines. I will ensure that I follow all the guidelines listed above to ensure I am compliant with GDPR regulations.

Staff/ volunteer name:

Signed

Date:

**Appendix: 1 (List of ICT equipment held by each member of staff)**

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| **Staff Member** | **ICT equipment** | **Signature to confirm receipt of equipment** |
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