Being the best we can be

SPARKLE MULTI-ACADEMY TRUST

ORCHARDS INFANT AND JUNIOR SCHOOL

POLICY FOR ACCEPTABLE USE

REVIEWED SEPTEMBER 2024

Staff Acceptable use Policy

School Systems, Application and resources including Arbor and Classroom Monitor, Teacher and Pupil Shared areas and individual files are intended for educational purposes, and may only be used for legal activities consistent with the rules and ethos of the school. If you make a comment on social media about the school or county council you must state that it is an expression of your own personal view. Any use of the school systems and applications that would bring the name of the school or county council into disrepute is not allowed.

All users are required to follow the conditions detailed in this policy. Any breach of these conditions may lead to withdrawal of the user's access, monitoring and/or retrospective investigation of the users use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

CONDITIONS OF USE

Personal Responsibility

Users are responsible for their behaviour and communications. Staff will be expected to use the resources for the purposes for which they are made available. It is the responsibility of the user to take all reasonable steps to ensure compliance with the conditions set out in this policy, and to ensure that unacceptable use does not occur. Users will accept personal responsibility for reporting any misuse of the school systems and applications to the E-Learning Leader or Headteacher.

Acceptable Use

Users are expected to utilise the school system and applications in a responsible manner. All computer systems will be regularly monitored to ensure that they are being used in a responsible fashion.

Below is a set of conditions that must be complied with. This is not an exhaustive list and you are reminded that all use should be consistent with the school ethos.

1	I will not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring the school (or West Sussex County or Sparkle Multi-Academy Trust) into disrepute.
2	I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3	I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
4	I understand that staff under reasonable suspicion of misuse in terms of time, activity or content may be placed under retrospective investigation or have their usage monitored.
5	Privacy – I will not reveal any personal information (e.g. home address, telephone number, school logon details) of other users to any unauthorised person (see 21). I will not reveal any of my personal information to students.
6	I will not trespass into other users' private files or folders.
7	I will ensure that all my login credentials (including passwords) are not shared with any other individuals, displayed or used by any individual than myself. Likewise, I will not share those of other users.

8	I will ensure that if I think someone has obtained my password then I will ask the E-Learning Leader to have it changed immediately.
9	I will ensure that I log off or close an iPad app after my session has finished, whether this be in the school building or if I am accessing the school system from home.
10	If I find an unattended machine logged on under another users username I will not continue using the machine – I will log it off immediately.
11	I will not use personal digital cameras or camera phones for creating or transferring images of children and young people without the express permission of the school leadership team.
12	I am aware that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
13	I will not use the School Systems and Applications in any way that would disrupt the use of the school systems and applications by others.
14	I will report any accidental access, receipt of inappropriate materials or filtering breaches/unsuitable websites to the E-Learning Leader or JSPC.
15	I will not use USB drives, portable hard drives, tablets or personal laptops on the school systems and applications without having them approved by the school and checked for viruses.
16	I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
17	I will not download any unapproved software, system utilities or resources from the Internet that might compromise a school system or are not adequately licensed.
18	I will not accept invitations from children and young people (except from my own family) to add me as a friend to their social networking sites, nor will I invite them to be friends on mine. As damage to professional reputations can inadvertently be caused by quite innocent postings or images – I will also be careful with who has access to my pages through friends and of friends, especially with those connected with my professional duties, such as school parents and their children.
19	I will ensure that any private social networking sites/blogs etc that I create or actively contribute to, are not confused with my professional role in any way.
20	I will support and promote the school's E-Safety and Data Security policies and help students be safe and responsible in their use of the internet and related technologies.
21	I will not send or publish material that violates the Data Protection Act (including the General Data Protection Regulation) or breaching the security this act requires for personal data, including data held in a school system such as Arbor.
22	I will not receive, send or publish material that violates copyright law. This includes materials sent/received using Video Conferencing or Web Broadcasting.
23	I will not attempt to harm or destroy any equipment or data of another user or School Systems and Applications connected to the school system.

24	I will ensure that portable ICT equipment such as iPads, laptops, digital still and video cameras are securely locked away when they are not being used.
25	I will ensure that any personal data (where the Data Protection Act applies) that is sent over the Internet (or taken off site in any other way) will be encrypted or otherwise secured.
26	Staff must comply with the acceptable use policy of any other school system and application that they access

SERVICES

There will be no warranties of any kind, whether expressed or implied, for any service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the school systems and applications is at your own risk.

SCHOOL SYSTEMS AND APPLICATIONS SECURITY

Users are expected to inform JSPC or the E-Learning Leader immediately if a security problem is identified and should not demonstrate this problem to other users. Files held on the School Systems and Applications will be regularly checked by the E-Learning Leader and JSPC. Users identified as a security risk will be denied access to the School Systems and Applications.

MEDIA PUBLICATIONS

Where parents **have not** consented on the admission consent form, no work or images can be published without seeking specific consent.

Please read, sign and return this page to the E-Learning Leader. Retain pages 1 and 2 for your personal
Staff User agreement Form for the Staff Acceptable Use Policy

As a user of the School Systems and Applications resources, I agree to follow the school rules (detailed in the Staff Acceptable Use Policy) on its use. I will use the School Systems and Applications in a responsible way and observe all of the restrictions explained in the school Acceptable Use Policy. If I am in any doubt I will consult JSPC or the E-Learning Leader.

I agree to report any misuse of the School Systems and Applications to the E-Learning Leader. I also agree to report any websites that are available on the school internet that contain inappropriate material to JSPC or the E-Learning Leader.

Lastly I agree to ensure that portable equipment such as iPads, cameras or laptops will be kept secure when not in use and to report any lapses in physical security to the E-Learning Leader.

If I do not follow these guidelines I understand that this may result in loss of access of access to these resources as well as other disciplinary action. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

Staff name: _____

Staff signature: _____Date: _ _/_ _/_ _ _ _