# Garswood Primary School Acceptable Usage Policy for Staff and Volunteers – 2024/25

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.

In association with GDPR regulations, **Garswood Primary School** is committed to improving the access to learning and the personal development opportunities of its pupils.  We believe the use of electronic equipment in teaching and learning can help towards these goals and such equipment is provided to teaching staff for this reason.

## Overall Aims:

- To ensure that staff and volunteers will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal & recreational use.

- To ensure 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.

- To protect staff from potential risk in their use of ICT in their everyday work.

## Please read and sign below to accept the annual terms of use:

### For my Professional and Personal Safety:

- I understand that the rules set out in this agreement also apply to use of school ICT systems (laptops, email, twitter, website etc...) 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 immediately report any illegal, inappropriate or harmful material or incident; I become aware of to the appropriate person.
- I understand that the school will monitor my use of the ICT systems, email and other digital communications. Such as blogging, twitter etc...
- You (and only you) may take the equipment off-site if you plan to use it in a way that will benefit the school.  All equipment must be 'signed out' and witnessed by another member of staff via the allocated book in the school office.  Insurance cover provides protection from the standard risks whilst the equipment is on the school site or in your home **but excludes** theft from your car or from other establishments.  Should you leave the equipment unattended and it is stolen, you will be responsible for its replacement and may need to claim this from your own insurance company.
- Loss or damage of a device should be reported to the Head teacher immediately. Damaged devices may not necessarily be replaced. You should also contact the St Helens Councilservice desk and Office manager straight away with the device serial number to inform them in the case of loss. If necessary the device will be remotely locked or wiped.

Any passwords used for sites accessed by the device (email, iCloud, active directory etc.) should also be changed immediately.

## I will communicate and act appropriately when using ICT systems:

- I will not access, copy, remove or otherwise alter any other member of staff files or folders, without their permission.
- I will communicate with others in an appropriate and respectful manner, I will not use inappropriate language and I appreciate that others may have different opinions.
- The equipment is electronically linked to school systems. iPads can be used without a password and may be storing picture and video images of pupils along with other personal information. This means you must fully comply with high standards of data protection in line with the local authority policies. This may include uploading images to the school server before the device is taken off the premises or completing notes using a non-identifiable coding system for pupil information. In the case of laptops, all personal data must be stored on the school server only. When working from home, this can be done via Junos/Fortinet.
- All images taken by a camera must be uploaded to the school server in the appropriate 'photos' folder. Once images have been scanned in using the photocopier and taken using an IPad they must be deleted from the related systems before the end of the school day.
- Uploading and storing of pupil identifiable data to certain cloud-based systems not recognised and contracted to Garswood Primary School, such as Dropbox, Google Drive etc. is strictly forbidden. Any use of such services must adhere to strict data protection practices and permission to use such services must be acquired from the Headteacher. One Drive maybe used via the St. Helens network (via individual email accounts) to store in a secure virtual environment.
- Free apps appropriate for teaching and learning may be installed on your device. Permission should be sought in writing from the Headteacher to install any social networking sites and these should only be used for educational purposes.
- I will ensure that when I take and / or publish images of others I will do so with their permission. When uploading or taking photographs/images to the website or twitter, I will check that full permission has be granted by parents/guardians.
- I will not use my personal equipment to record images. Where these images are published (e.g. on the school website/Twitter etc...) it will not be possible to identify by full name, or other personal information, those who are featured.
- Information shared outside of school or on social media should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into distribute. Staff who have genuine concerns about any school matter should follow school current guidelines and policies to resolve issues and not networking sites.
- Staff should report all contacts through networking sites which may concern them to the head teacher. Examples may include: child below 13 on Facebook requesting to be a friend or inappropriate comments by a parent directed to staff.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

## The School and the Local Authority have the Responsibility to Provide Safe and Secure Access to Technologies and Ensure the Smooth Running of the School:

- I will not use my personal hand held / external devices (laptops / mobile phones / USB devices, tablets etc...) in school when in the presence of children from Garswood Primary

school. I will only use school equipment including twitter phone, Ipads, laptops, when in a child's presence.

- You are responsible for looking after the equipment. When left unattended they must be placed in a secure place in your classroom. The whereabouts of the equipment should be reported to the ICT lead but not be divulged to adults or pupils outside your class team. The whereabouts of the equipment should be known at all times.
- The devices are configured with certain restrictions in place. You must not try to make changes to the device settings. If you need to change the settings for any reason, seek advice from the ICT lead or Agilysis. **Find my iPad must always be enabled on these devices.**
- The equipment will be checked annually for safety and for compliance with school policies. Outcomes will be reported to the Headteacher.
- The equipment remains the property of the school and are for use **only** by you, teachers, support staff and pupils of Garswood Primary School. It must not be loaned to other adults or pupils without agreement from the Headteacher. The equipment will be linked to your network password therefore you are responsible for content accessed, downloaded or sent via the devices.
- All equipment users must sign and fully comply with the St Helens Council ICT Acceptable Usage Policy.
- I am aware that I have a professional duty to sign up for Junos/Fortinet to access the school server safely from home.
- I will not use personal email addresses on the school ICT systems for pupils personal data and names, unless the email address has ".gov.uk" or ".org.uk" in its URL.
- 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 not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) 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 / security systems in place (Smoothwall) to prevent access to such materials.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless discussed with the St Helens Council technician, SLT or computing lead
- 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 law or by school policy to disclose such information to an appropriate authority.
- 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.e music/videos).
- St Helens Council policies and school policies regarding appropriate use and sharing information apply to these devices. Use of any device must adhere to data protection, computer misuse and health and safety rules. Failure to do so may lead to disciplinary action.

⬤ Internet history **must not** be deleted by the user so that all Internet sites viewed by the member of staff can be accessed by St. Helens service provider, even though all sites can be made available on request through St. Helens filtering.

⬤ All material on any device must adhere to the ICT Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

⬤ Individual users are responsible for the setting up and use of any home Internet connections and no support will be provided for this by the school. Any help needed can be gained from St Helens Council via a remote connection when authorised by a senior leader.

⬤ Any connection cost incurred by accessing the Internet from outside school is not chargeable to the school.

⬤ Anonymous email and Internet activity is possible with iPads. However, all IPads are allocated to a specific member of staff in Nursery and Reception and all other IPads must have permission from the computing lead before emailing. Staff and pupil use will be closely monitored by St Helens Council, the Computing lead and the Head teacher.

## 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 school 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 Governors and/or the LA and in the event of illegal activities the involvement of the police.

⬤ If you leave the employment of the school the equipment must be returned in good condition to the School Business Manager before your official leaving date and signed over.

⬤ iPad batteries are required to be charged and be ready to use in school.

⬤ All devices are expensive and fragile items and their use by pupils must be supervised

⬤ The iPad screen is made of glass and is therefore subject to cracking and breaking if misused; never drop or place heavy objects (book, laptops etc.) on top of the iPad.

## Child Safeguarding Statement

⬤ 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 'Safeguarding' Policy should be followed.

## Please sign below to accept the terms outlined in this above policy:

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (when carrying out communications related to the school) within these guidelines. This agreement covers the current academic year only.  A new agreement must be signed at the start of each academic year.

**I have read, understand and agree to abide by the terms of the Acceptable Use Policy.**

Staff member's Name: .......................................................................................................................

Signature: ........................................................................................ Date ............................................

Head teacher's authorisation .........................................................................................................