Upper Beeding Primary School

Staff Acceptable Use Policy

September 2019

School networked resources, including SIMS and VLE are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. If you make a comment about the school or County Council you must state that it is an expression of your own personal view. Any use of the network that would bring the name of the school or County Council into disrepute is not allowed.

All users are required to follow the conditions laid down in the 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 network to Rachel McCauley or Chris Brockett.

Acceptable Use

Users are expected to utilise the network systems 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 rules 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 Council) 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, social networking details) of other users to any unauthorised person (see 21). I will not reveal any of my personal information to pupils.
6	I will not trespass into other users' 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 other than myself. Likewise, I will not share those of other users.
8	I will ensure that if I think someone has learned my password then I will change it immediately and/or contact Rachel McCauley or Chris Brockett.
9	I will ensure that I log off after my network session has finished.
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. Anonymous messages are not permitted.
13	I will not use the network in any way that would disrupt use of the network by others.

14	I will report any accidental access, receipt of inappropriate materials or filtering breaches / unsuitable websites to Rachel McCauley or Chris Brockett,
15	I will not use 'USB drives', portable hard-drives, or personal laptops on the network without checking them regularly 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 the network or are not adequately licensed.
18	I will not allow children and young people to add me as a friend to their social networking site, nor will I add them as friends to my social networking site. In the case of friends who are parents at the school, I will act professionally within my contact.
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 Online Safety and Data Security policies and help pupils be safe and responsible in their use of the Internet and related technologies.
21	I will not send or publish material that violates Data Protection Act or breaching the security this act requires for personal data, including data held on the SIMS Learning Gateway.
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 network connected to the school system.
24	I will ensure that portable technology such as laptops, digital still and video cameras are put away safely at the end of the day.
25	I will ensure that any Personal Data (where the Data Protection Act applies) that is sent over the Internet will be encrypted or otherwise secured.

Additional guidelines

- Staff must comply with the acceptable use policy of any other networks that they access.
- Staff will follow the "Safer Use Of The Internet By Staff Working With Young People" published within the West Sussex Schools Acceptable Use Policy - http://wsgfl.westsussex.gov.uk/AUP

SERVICES

There will be no warranties of any kind, whether expressed or implied, for the network 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 network is at your own risk.

NETWORK SECURITY

Users are expected to inform Rachel McCauley or Chris Brockett immediately if a security problem is identified and should not demonstrate this problem to other users. Files held on the school's network will be regularly checked by Rachel McCauley or Chris Brockett. Users identified as a security risk will be denied access to the network.

MEDIA PUBLICATIONS

Written permission from parents or carers must be obtained before photographs of or named photographs of pupils are published. Also, examples of pupils' work must only be published (e.g. photographs, videos, TV presentations, web pages etc) if written parental consent has been given.

Further guidance can be found in the "Model Policy for schools regarding photographic images of children" August 2010.

Copies can be obtained from section 6 of the WSSS Schools Acceptable Use Policy - http://wsgfl.westsussex.gov.uk/AUP

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Staff User Agreement Form for the Staff Acceptable Use Policy

As a school user of the network resources, I agree to follow the school rules (set out above) on its use. I will use the network in a responsible way and observe all the restrictions explained in the school acceptable use policy. If I am in any doubt I will consult Rachel McCauley or Chris Brockett.

I agree to report any misuse of the network to Rachel McCauley or Chris Brockett.

I also agree to report any websites that are available on the school Internet that contain inappropriate material to Rachel McCauley or Chris Brockett.

Lastly I agree to ensure that portable equipment such as cameras or laptops will be kept secured when not in use and to report any lapses in physical security to Rachel McCauley or Chris Brockett.

If I do not follow the rules, I understand that this may result in loss 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:** ……………… / ……………… / ………………