

Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Feb 2018	Review date:	February 2019
Policy Owner:	Estate Coordinator		Page: 1 of 4		
Audience:	Staff	LAC	Volunteers		

## **Staff (Supply Staff and Volunteer) ICT Acceptable Use Policy Agreement**

### **This policy intends 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.
- Ensure that SUA ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Ensure that staff are protected from potential risk in their use of ICT in their everyday work.
- Ensure that staff are aware of their responsibility to comply with Prevent and Safeguarding when utilising ICT systems.

The SUA will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students' learning and will, in return, expect staff and volunteers to agree to be responsible users. **This policy must be adhered to in conjunction with the SUAT E-Safety Policy.**

### **Acceptable Use Agreement**

I understand that I must use SUA 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 recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my 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 SUA may monitor my 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 SUA ICT systems (e.g. laptops, email, personal devices, remote login) outside of the academy, and to the transfer of personal data (digital or paper based) out of the academy.
- I understand that any data transferred outside of the academy (e.g. on memory stick) must be password protected/encrypted.
- I understand that the SUA ICT systems are primarily intended for educational use. My use of ICT and information systems will always be compatible with my professional role, whether using academy or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
- I understand that the use of SUA ICT equipment will not interfere with my work duties and will be in accordance with the academy AUP and legal obligations.
- 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 understand that I should not write down or store a password where it is possible that someone may gain access to it.
- I will change my passwords if I feel that my ICT systems are at risk from being accessed by another party and report this to the Senior Leadership Team.

Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Feb 2018	Review date:	February 2019
Policy Owner:	Estate Coordinator	Page: 2 of 4			
Audience:	Staff	LAC	Volunteers		

- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person (IT Support/Senior Leadership Team). This is inclusive of any issues relating to safeguarding and prevent.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the sponsor, SUAT or the academy.

### **Use of Social Media**

SUA staff must ensure that:

- No reference should be made in social media to students, parents/carers or SUA staff that is perceived to be slanderous.
- They do not engage in online discussion on personal matters relating to members of the academy or local community, other schools, the academy sponsor, SUAT or connected organisations.
- Personal opinions should not be attributed to the academy.
- They check their security settings on personal social media profiles regularly to minimise risk of loss of personal information.
- They are aware of their role within the community and the position of trust they are in, therefore careful consideration should be given to any material that is posted on the internet and social media environments.
- They do not invite ex-students to be online friends/have access to social media environments they contribute to.
- They have checked privacy settings on all of their social media presence.
- They are aware that when they respond to SUA social media sites their personal information may be available if the appropriate security/privacy settings have not been set up correctly.
- Any issues relating to SUA advertising to be distributed through the relevant internal channels.

### **I will be professional in my communications and actions when using SUA ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- Any files removed/copied from the academy ICT systems and put onto portable devices must be password protected/encrypted.
- 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 ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the SUAT's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so in writing. Where these images are published on the academy website or social media it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use personal chat and social media networking sites in the academy unless this is in line with work within the academy.
- I will only communicate with students and parents/carers using official SUA systems; all communication will be professional in tone and manner.

Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Feb 2018	Review date:	February 2019
Policy Owner:	Estate Coordinator		Page: 3 of 4		
Audience:	Staff	LAC	Volunteers		

**SUA has a responsibility to provide safe and secure access to technologies:**

- When I use my personal mobile devices (laptops/mobile phones/USB devices etc.) in the academy, I will follow the rules set out in this agreement, in the same way as if I was using SUA equipment. I will also follow any additional rules set by SUA about such use. I will ensure that any such devices are protected by up to date anti-virus software and regularly scanned so they are free from viruses.
- I will avoid opening any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes). If I have any concerns about the validity of an email I will contact IT Support/Senior Leadership Team.
- I will ensure that any data not stored on the SUA network is regularly backed up onto my OneDrive area.
- I will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not willingly use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not (unless I have permission) make large downloads or uploads that might take up storage capacity and prevent other users from being able to carry out their work.
- Any software installs of any type on any hardware within the academy will be done by and agreed with the IT Department.
- I will not disable or cause any damage to SUA equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the SUAT Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based protected and restricted data must be held in lockable storage.
- When using USB sticks/external hard drives I will ensure that all data that may contain personal information is encrypted and not accessible by others.
- I understand that SUAT Data Protection Policy requires that any staff or student 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 SUAT 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, to the IT Department.

**When using the internet in my professional capacity or for academy 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/photocopy or distribute copies.
- If using audio/visual material during lessons, I will ensure that the age restriction is appropriate for the audience (i.e. do not show 15 certificate films to Year 7 students). If I wish to show material that is of a different age restriction then parental consent will be sought.

Please read the 'Additional Department for Education Guidance' document for the latest guidance.

**I understand that I am responsible for my conduct whilst using ICT in and out of the academy:**



Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Feb 2018	Review date:	February 2019
Policy Owner:	Estate Coordinator	Page: 4 of 4			
Audience:	Staff	LAC	Volunteers		

- I understand that this Acceptable Use Policy applies not only to my work and use of SUA ICT equipment in the academy, but also applies to my use of SUA ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the academy.
- I understand that if I breach fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action in line with SUA policies.

I have read and understand the SUA Acceptable Use Policy and agree to use the SUA ICT systems (both in and out of the academy) and my own devices (in the academy and when carrying out communications related to the academy) within these guidelines.

Staff / Volunteer Name

Signed

Date