Heart of the Forest School

Acceptable Use Policy Agreement

 Introduction
This policy should be read in conjunction with other relevant school and County Council policies, procedures and Codes of Conduct including:

- Social Media Policy
- Disciplinary Procedure

This policy applies to the school governing body, all teaching and other staff, whether employed by the County Council or employed directly by the school, external contractors providing services on behalf of the school or the County Council, teacher trainees and other trainees, volunteers and other individuals who work for or provide services on behalf of the school. These individuals are collectively referred to in this policy as staff or staff members.

The policy applies in respect of all ICT resources and equipment within the school and resources that have been made available to staff for working at home. ICT resources and equipment includes computer resources, use of school internet access and email systems, software (including use of software such as SAP and SIMS), school telephones and text systems, cameras and recording equipment, intranet and any other electronic or communication equipment used in the course of the employee or volunteer's work. This policy also provides advice to staff in respect of the potential risks and consequences in relation to inappropriate use of their own personal ICT facilities, where this use is inconsistent with the expectations of staff working with children and young people.

This Acceptable Use Policy is intended to ensure:
- That staff will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That the schools' 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 everyday work.

The school will try to ensure that staff will have good access to ICT to enhance their work, to enhance learning opportunities for our young people and will, in return, expect staff to agree to be responsible users.

Computer network

- Obtaining, downloading, sending, printing, displaying, distributing or otherwise transmitting or gaining access to materials which are pornographic, obscene, racist, unlawful, abusive, offensive or inappropriate will be regarded as gross misconduct and will result in disciplinary action.
- Distributing abusive, discriminatory or defamatory statements will be regarded as gross misconduct and will lead to disciplinary action.
- You are responsible for the security of your passwords.
- Any software that is installed must be covered by the appropriate licensing agreements.
- Copyright of materials available on the network must be respected.

Internet / Email

- Use of GCC Internet and email must be solely for legitimate school purposes.
- Use of the internet and email are subject to scrutiny by the school's filtering provider. Any action that might damage the good reputation of the service will be dealt with as a serious act of misconduct.
- Use of the internet for personal financial gain, gambling, political purposes or advertising is forbidden.
- Emails sent from school should contain the same professional levels of language and content as applied to letters or other media.
- You are responsible for the email you send and for any contacts you make that might result in inappropriate emails being received.

- Posting anonymous messages and forwarding chain letters is forbidden.
- Appropriate security must be used or applied before confidential or sensitive information is sent via the internet or email.
- All staff should not contact students on social networking sites. This is to avoid any possible misinterpretation of motives and the risk of any allegations being made. Students must not be added to social media sites for staff.

Use of photographs, video and digital images
- Staff **must** only use school equipment to record, or take photographs of pupils, and only then if the relevant permission has been obtained.

Mobile Phones

- Professional tone to be used in <u>all</u> phone calls made and text messages sent using work phones.
- Personal calls, other than in an emergency, are forbidden on work phones.
- Calls and contact to pupils and parents should be restricted to the hours of 8.30 am to 5.00 pm and only using school telephones or mobile telephones. Staff must not share their personal contact details.
- Direct contact with pupils by telephone calls or text messages is limited to essential service needs only.

BREACHES OF THE POLICY
- Any breach of this policy may be investigated and may lead to disciplinary action being taken against the staff member/s involved in line with School Disciplinary Policy and Procedure.

- A breach of this policy leading to breaches of confidentiality, or defamation or damage to the reputation of the school or any illegal acts or acts that render the school or the County Council liable to third parties may result in disciplinary action or dismissal.

- Contracted providers of the school must inform the relevant service or County Council officer immediately of any breaches of this policy so that appropriate action can be taken to protect confidential information and limit the damage to the reputation of the service and the County Council. Any action against breaches should be according to contractors' internal disciplinary procedures.

If you are in doubt about any of the above, please seek advice.

Policy written: April 2019

Reviewed: November 2020

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I have read and accept the terms of the:-

**ICT and Technology Acceptable Use Policy for
all Permanent and Temporary Staff**

*Please tick to confirm you
have read this policy*

I understand the implications of any breach of this policy as outlined above.

Name (Printed): _____   Date: _____

Signature: _____

Originally written by Gloucestershire Hospital Education Service (GHES)