



Saint GREGORY'S
Bath

Acceptable Use Policy for Staff

January 2018

Key Information

Title	Acceptable Use Policy - Staff	
Prepared By	Mr McDermott	21.12.17
Checked By	Mrs Corrigan	
Approved By	Christian Vision Committee	
Version	V1	
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Version History

Version	Date	Amendments
V01.0	23.01.18	Photographs must only be taken on school equipment
V01.1	00.00.00	
V01.2	00.00.00	

The School computer network is a valuable resource for everyone. It is the responsibility of all of us to ensure that it is used properly.

These rules will enable us to ensure that this environment is safe and fair to all.

Please read this document carefully and then sign below and return. This document should be read in conjunction with the school's e-safety policy.

STAFF

- I will make sure that the ICT equipment is respected at all times by all users and any damage reported to the Network Manager or Head of Computing.
- I will only allow students access to the computer suites when I or another member of staff is present.
- I will use only my own username and password, I will keep my password for all school related software and applications secure and not give it to others to use.
- I will comply with the Data Protection Act (1998) ensuring personal and sensitive information is held securely and destroyed using confidential waste, I will not give out personal information to third parties unless authorisation is given.
- I will comply with the school's e-safety policy and security measures.
- It is my responsibility to make sure that workstations logged in under my username are left locked or logged off when unattended.
- I am responsible for the computer storage space available to me and I am aware that files and their contents can be checked and action taken if inappropriate files or content are present.
- I will not search for, view, download, upload or transmit any material which could be considered as illegal, offensive, defamatory or copyright infringing.
- If I find anything unsuitable on a site or oversee indecent material on a student machine I will report to the Network Manager immediately.
- I undertake to respect copyright rules and will not plagiarise other's work or allow students to do so.
- I will only allow students to print when I have given permission and I will avoid printing documents unnecessarily.
- I will only use the school computers (including the Internet and other devices) for school related work.
- I will only access the internet through the school wired or wireless network and on a device that has been configured by the IT Department.
- I will be given access to the staff proxy server so that the internet is not restricted. This access should be explicitly for school and education purposes only related to your position and role. Access will be immediately withdrawn should misuse of this privilege occur - and appropriate consequences applied where necessary.
- If I am issued with a school laptop or mobile device I will use it responsibly in accordance with this and other school policies.
- If I take my device off site I am aware that I am responsible for ensuring adequate insurance cover and that I am responsible for any replacement costs if necessary.
- I realise that all rules applying to the school network also apply to this device in my charge.

- I am aware that this device remains the property of the school.
- When I leave the school I will return the device to the Network Manager. It will be returned in a good state of repair.
- I will report any problems/issues I have with the device immediately to the Network Manager.
- I am aware that access of the remote desktop is to be done responsibly and in accordance with the rules stated here and the school's e-safety policy.
- I will ensure any personal devices that I use to access the remote desktop server has adequate and up to date antivirus software.
- I am aware that any sites visited through the school wired or wireless network are logged and may be monitored and that these are available to SLT in the event of allegations of misconduct.
- I will not attempt to access unsuitable materials and I am aware that the possession of certain types of material can lead to disciplinary procedures and/or prosecution by the police.
- I will not attempt to install any executable files or software within the school network without express permission from the Network Manager unless you are the Network Manager, Technical Support or Head of Computing.
- I will use the e-mail account for school related purposes only.
- I will never open attachments to e-mails unless they come from someone I know and trust.
- I will not give my home address, phone number, mobile number, personal social networking details or personal, private email address to pupils. I accept that pupils may find these details out, and that any contact should be logged and either not reciprocated, or replied to in line with school policies. I should be responsible and aware of my professional responsibilities and school policies if I supply any personal details to parents.
- When emailing students I will use only my school account and ideally only send to students' school accounts although this may not always be possible.
- When communicating with students I will always carbon copy (CC) my line manager or other relevant senior member of staff into the message so they are aware of the communication.
- I will log into my school email account at least once a day.
- I am responsible for sending only polite and sensible messages that are formatted correctly and use a subject.
- I will not use personal social networking or internet chat sites such as Facebook, Bebo, Twitter etc. while anywhere within the school.
- I will not use personal social networking account or internet chat sites such as Facebook, Bebo, Twitter etc. while anywhere within the school without express permission from a member of SLT. If I need access to these sites for my role in the school I will set up a professional account in line with this acceptable use policy.
- I am responsible for anything I post on social media and should not publish any content that:
 - is defamatory, abusive, discriminatory, in breach of data protection or otherwise brings the school into disrepute.
 - promotes extreme political, religious, racist or hate views especially where this will call into question the member of staff's ability to work within equal opportunities guidelines.
 - that is in breach of school codes of conduct or school policies relating to staff.
 - discusses confidential school matters.

- I understand that when using social media adding to contacts or “friending” of parents is avoided where possible, with current students is completely unacceptable and ex-students avoided due to the likelihood of younger relatives possibly still at the school and who are not under the age of 18.
- I understand that it is advisable to use adequate security settings on any social media accounts to ensure what I post is private and viewed by only those for whom it is for and that I can’t easily be searched for or contacted using it by parents or students.
- I understand that if I wish to use social media for school and/or education related purposes that this must be done with full transparency ensuring at least one other member of staff has access to the account and all communication with parents and students is kept professional and in accordance with school policy and procedures. In this case it is advised an educationally focused site like Edmodo but used.
- Photographs of staff, pupils and any other members of the school community will not be used outside of the internal school IT network unless written permission has been granted by the subject of the photograph and their parent/guardian.
- I will only take photographs of students using a school device
- I will make sure that my internet presence does not bring the teaching profession into disrepute and that I behave online in line with DfE, GTC and TA guidelines.
- I undertake to report any person I see violating any of these conditions to a member of SLT.
- I will champion the school’s e-safety policy and be a role model for positive and responsible behaviour on the school network and the internet.

I understand that if I break certain conditions I could face the following consequences.

- Removal of computer rights either temporarily or permanently.
- Possible disciplinary action or Criminal prosecution.

Tear off

Please sign and return to Mrs Gormley

I have read the Acceptable Use Policy for Staff and agree to up hold these conditions.

Name in Capitals

Signature

Date