



**Hatherley**  
INFANT SCHOOL

# E-Safety Staff (Volunteer) Acceptable Use Policy Agreement

Agreed: September 2020  
Review: September 2022

## Context

The internet and other technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and promote effective learning. They also bring opportunities for staff to be more creative and productive in their work.

## Introduction

Computer Technology and internet use is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children and adults. We aim to provide the children with appropriate skills so they are able to use these technologies to access life-long learning and employment. All users should have an entitlement to safe internet access at all times. ICT covers a range of resources and it is important to recognise the constant and fast paced evolution of ICT within our society.

All users have an entitlement to good, safe access to ICT and the internet. This Acceptable Use Policy is intended to ensure that:

- Staff and volunteers are responsible users and stay safe while using technologies
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff are protected from potential risk from the use of ICT in their everyday work and work to ensure that young people in their care are safe users.

The school will try to provide staff members with good access to ICT to enhance their work and enhance opportunities for the children's learning. In return, staff agree to be responsible users.

## Acceptable Use and E-Safety Agreement

I understand that I must use school 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, other users and pupils.

### For my professional and personal safety

- I understand that my use of the ICT systems, email and other digital communications can be monitored by the school (including laptops, cameras, iPads, netbooks etc).
- I will only use my own user names and passwords which I will choose carefully so they can not be guessed easily. I will not use any other person's username and password.
- I will ensure that my data is regularly backed up.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the school or its members.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when I am required by law or by school policy to disclose it to an appropriate authority.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school personal data policy. I will not send personal information by e-mail as it is not secure.
- Where personal data is transferred outside the secure school network, it must be encrypted.
- The internet will be accessed via the South West Grid for Learning (SWGfL). I will not use any software that will allow me to bypass the filtering/security systems in school.
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement.

- I will only use chat and social networking sites outside of school and in accordance with the school's policies. In particular I will not up-load pictures of school events, including social events, without the explicit permission of all those included.
- I will not keep images and videos of students stored on my personal equipment unless I have permission to do so. If this is the case I will ensure that these images cannot be accessed or copied by anyone else or used for any purpose other than that I have permission for.

## **Promoting Safe Use by Learners**

- I will model safe use of technologies and the internet in school.
  - I will educate young people on how to use technologies safely according to the school teaching programme.
  - I will introduce pupils to carefully selected educational websites with supervision. I will preview any recommended sites before use and closely supervise the children when they are using the internet, protecting them from any unsuitable material.
  - I may allow children to access the internet during 'golden time' in class. The choices of websites will be restricted to a choice of selected favourites by the class teacher. I will check the content of a website and deem it appropriate for learning and the age of the children.
  - I will monitor learner behaviour online when using technology and deal with any issues that arise.
  - I will take immediate action in line with school policy if an issue arises in school that might compromise learner, user or school safety or if a child reports any concerns.
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- I will not 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 (unless I have permission) make large downloads or uploads that might take up internet capacity and prevent others from doing their work.
  - I will not store personal files on school equipment.
  - I understand that I must use the school ICT equipment/systems primarily for educational use and if I do use the systems/equipment for personal or recreational use, it will be within the rules and policies set down by the school.
  - When I use any personal external devices (e.g. mobiles, USB etc) in school I will follow the rules in this agreement and ensure that such devices are free from viruses.

## **I will be professional when communicating and sharing**

- I will communicate online in a professional manner and tone, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will communicate with children and parents/carers in a professional manner, using official school sites only, which does not include social networking sites.
- I will be aware that any communication could be forwarded to an employer or governors.
- I will only use chat and social networking sites for school purposes that are approved by the school.
- I will use my school email address for school business. I will not open any attachments to emails, unless the source is known and trusted. This will reduce the risk of viruses and other harmful programmes.
- I will not use personal email addresses on the school ICT systems unless I have permission to do so.
- I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it. Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will only take images or video of pupils/staff using school equipment, where it relates to agreed learning and teaching activities and will ensure I have parent/staff permission before I take them. If these are to be published online or in the media I will ensure that parental / staff permission allows this.
- Where these images are published (e.g. on the school website / newsletters) I will ensure it is not possible to identify the people who are featured by name or other personal information.
- I will not use my personal equipment to record images / video unless I have permission to do so.
- I understand there is no control or censorship of the internet, I as an internet user am aware that materials can be changed within

seconds and you can never be sure of the reliability of the information or if it will stay on the website. New information is added on a daily basis and other information disappears. I will look after school ICT equipment and take due care when transporting ICT equipment around.

- I will only transport, hold or share information about others as outlined in the School Data Protection Policy
- I understand that data protection policy requires that any staff or pupil data I have access to will be kept private and confidential. It may be necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

## Buying and Selling

- I will not use school equipment for online purchasing unless I have permission to do so.

## Problems

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the e-safety co-ordinator or head teacher.
- **If I believe a young person may be at risk I will follow the child protection procedures.**
- **If I believe a young person may be being bullied I will follow the anti-bullying procedures.**
- I will not install or store programmes on a computer unless I have permission.
- I will not try to alter computer settings, unless this is allowed in school policies.
- I will not cause damage to ICT equipment in school and will immediately report any damage or faults involving equipment or software, however this may have happened.
- 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.

When using the internet in my professional capacity and for school approved personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- I will respect work, images, music and videos etc. protected by copyright.
- **I will not engage in any on-line activity that may compromise my professional responsibilities.**

## Remote Education

Please refer to the following guidance for information on internet safety during periods of remote learning

[Annex C: Online safety \(keepingchildrensafeineducation.co.uk\)](https://www.keepingchildrensafeineducation.co.uk)





## E-Safety Staff (and Volunteer) Acceptable Use Policy Agreement

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 ICT school systems and equipment out of school and my use of personal equipment in school 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 involve a warning, a suspension, a referral to Governors and /or the Local Authority and in the event of illegal activities the involvement of the police.

Staff / Volunteer Name

Signed

Date