



# B4L ACCEPTABLE USE POLICY FOR STAFF

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Weston Point College

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# 1. Introduction

- 1.1. Digital technologies have become integral to everyone both at home and at work. Working in an educational setting brings with it high expectations of behaviour and integrity, and responsibilities with regard to safeguarding. These technologies are powerful tools, which open up new opportunities for all. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.
- 1.2. Staff are expected to:
  - Interact with students in an appropriate way.
  - Interact with colleagues, parents, and other college or work contacts in an appropriate way.
  - Be trustworthy with confidential and sensitive information.
  - Look after the fabric and equipment of the college, and respect college property.
  - Maintain the reputation of the college (even when not at work).
  - Maintain professional standards of conduct.

## 2. Statement of Intent

This Acceptable Use Policy is intended to ensure:

- 2.1. That all staff will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- 2.2. That the college systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

## 3. Acceptable Use Policy Agreement

- 3.1. I understand that I must use college 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.
- 3.2. I understand that this agreement applies to the use of the college ICT systems regardless of location.
- 3.3. I understand that there is a presumption that emails, voice messages and data are stored on the college systems for business purposes. This information will be filtered, monitored, and may be accessed to meet business needs.
- 3.4. I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- 3.5. I will not take or distribute images of anyone without their permission.
- 3.6. I recognise that the college has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the college.
- 3.7. I will only use my own personal devices (mobile phone, USB devices etc) in college if it is necessary. I will follow the rules set out in this agreement, in the same ways as if I was using college equipment.

- 3.8. I will not store images of pupils on my personal devices. Any images taken on personal devices will be downloaded to the college as soon as reasonably possible and the personal copy permanently removed.
- 3.9. I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- 3.10. I will immediately report any damage or faults involving equipment or software.
- 3.11. I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, 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).
- 3.12. I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- 3.13. When using the internet for research I recognise that
- I should 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 try to download copies (including music and videos)
  - When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- 3.14. I understand that I am responsible for my actions both in and outside of college.
- I understand that I am responsible for my actions both in and outside of college.:
  - I understand that the college also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement,
  - I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to college systems and devices.**

## 4. Policy review

**This policy is reviewed every year by the Head Teacher**

**Issue Date: 01/11/2020**

**The next review date for this policy is October 2021.**

**Acceptable Use Policy for Staff**

## Staff Acceptable Use Agreement Form

This form relates to the Staff Acceptable Use Agreement, to which it is attached.  
Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to college ICT systems

I have read and understand the above and agree to follow these guidelines when:

- *I use the college systems and devices (both in and out of college)*
- *I use my own devices in the college (when allowed) eg mobile phones, USB devices, cameras etc*
- *I use my own equipment out of the college in a way that is related to me being a member of this college eg communicating with other members of the college, accessing college email, VLE, website etc.*

Employee Name

Signed

Date

### Authorised by:

Head Teacher/Deputy

Name of Employee

Signed

Date