



# St. Lawrence Primary School



## Staff (and Volunteer) Acceptable Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended 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.
- That school 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 technology in their everyday work.

St Lawrence School will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

### Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that St Lawrence School and the Education Department will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the States of Jersey Education Department. Limited use of Information Systems is allowed providing it does not incur significant extra cost or risk, does not adversely affect your work and you follow the acceptable use principles outlined in this document.

*Our Mission: 'To develop responsible, independent individuals who love learning and have the knowledge and attitudes to be successful in an ever changing world'.*



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- 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 steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.

I will be professional in my communications and actions when using St Lawrence School ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- 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 school's policy on the use of digital / video images. Where these images are published (eg on the school website / Facebook page) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with parents / carers using official school systems. Any such communication will be professional in tone and manner. I will not use personal email addresses when undertaking such communications.
- I will ensure that my online profile should be locked down and that I should not 'friend' pupils or respond to negative comments about the school.
- I understand that a teacher is expected to demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, (Jersey Teachers' Standards, 2022).
- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by St Lawrence School in relation to such use (see separate policy – *St Lawrence School Mobile Electronic Device Policy*). I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not forward any work-related emails to my personal email address.
- I will not open 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).
- I will ensure that my data is regularly backed up.

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- I will not try to 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 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.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- 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.
- I understand that data protection policy requires that any staff or pupil 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 school 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.
- I will ensure that any personal Social media profile I may have will be locked down and not publicly viewable, for example which school I work at; bearing in mind that default privacy settings change regularly and that there is really is no such thing as 'private post' on social media.

When using the internet in my professional capacity or for school 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 or distribute copies (including music and videos).
- If I find illegal or potentially illegal content on the schools' network or a school owned device, I must immediately close down the machine, secure the room or area and seek the advice of the Headteacher immediately. The Headteacher should then contact the Head of Governance or Head of Inclusion at the CYPES Department who will provide further advice and facilitate contact with the Police. I will not forward, copy, print or save what I have found as this could potentially be a criminal act (i.e. making indecent images) and lead to a prosecution. The police will review the material and take appropriate action.

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I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in 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 include a warning, a suspension, and, in the event of illegal activities, the involvement of the police.

### Links to other Policies

This Acceptable Use Agreement needs to be read alongside the GoJ Social Media Policy which aims to:

- Provide clarity to employees regarding how they conduct themselves in social media
- Ensure that the interests and reputation of the Government as the employer are recognised and managed
- Remind employees that inappropriate use of social media may lead to disciplinary action.

The GoJ Social Media Policy is available on MyStates:

<https://mystates.ois.gov.soj/DocsForms/Documents/HR/20170519%20Social%20Media%20Policy%20v1.0%20FIN2.pdf#search=social%20media%20policy>

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name: .....

Signed: .....

Date: .....

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Version	Date Issued	Issued by	Reason for Change	Presented To (initials to agree policy has been read and understood)	Approved by:	Date
0.1	25.9.18	Kim Banks	Draft	All staff	Amory Charlesworth	25.9.18
0.2	05.02.21	Kim Banks	Reviewed – no changes	All staff	Amory Charlesworth	05.02.21
0.3	02.03.23	Kim Banks	Reviewed – no changes	All staff	Amory Charlesworth	02.03.23
0.4	May 2023	Amory Charlesworth	Link to GoJ social media policy	All staff	Kim Banks	3.5.23

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