




# ACADEMY ACCEPTIBLE USE POLICY FOR STAFF, GOVERNORS AND PUPILS

## Document Control Table

<b>Title</b>	Academy Acceptable Use Policy
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<b>Approved By Name</b>	Andrew Brocklehurst (Chair of Trustees)
<b>Signature of Approval</b>	
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## Document History

<b>Date</b>	<b>Author</b>	<b>Note of Revisions</b>
28/6/2017	ED	Complete revision of staff and volunteer acceptable use policy.
28/6/2017	ED	Section added on Social Media under Staff and volunteer AUP
13/7/2018	ED	Replaced any reference to Data Protection Law with GDPR
19/6/2019	ED	Title changed to 'For staff, governors and pupils'.
19/6/2019	ED	Page 5, second and third bullet point added

## AUP Guidance notes for learners in KS1

When I am using the computer or other technologies, I want to feel safe all the time.

### I agree that I will:

- ☺ Ask a teacher or suitable adult if I want to use a computer or laptop
- ☺ always keep my passwords a secret
- ☺ talk to my teacher before using anything on the internet
- ☺ only open pages which a responsible adult has said are OK
- ☺ tell a responsible adult if anything makes me feel scared or uncomfortable
- ☺ not give my mobile phone number to anyone who is not a friend in real life
- ☺ not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- ☺ not upload photographs of myself onto the internet
- ☺ never agree to meet a stranger
- ☺ only communicate with people I know in real life
- ☺ tell my teacher if I get a nasty message through a computer or phone
- ☺ not reply to any nasty message or anything which makes me feel uncomfortable
- ☺ make sure all messages I send are polite
- ☺ only email people I know or if my teacher agrees
- ☺ only use my school email
- ☺ only put something on the Learning Platform that I would be happy to say to my teacher
- ☺ Take care of computers, tablets and other equipment
- ☺ Ask a teacher or suitable adult if I think I may have done something wrong

### I understand:

- ☺ Using computers safely can make everyone's learning more enjoyable
- ☺ Anything I do on the computer may be seen by someone else
- ☺ Anything I put on the Learning Platform will have my name next to it
- ☺ If I break the rules I may not be allowed to use a computer/tablet

**Name** ..... **Class** .....

**Date** ..... **School** .....



## AUP Guidance notes for learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time.

### I agree that I will:

- ☺ always keep my passwords a secret
- ☺ only visit sites which are appropriate to my work at the time
- ☺ work in collaboration only with individuals or groups agreed by my teacher or other responsible adult
- ☺ tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- ☺ make sure all messages I send are respectful
- ☺ inform a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- ☺ do not reply to or forward any nasty message or anything which makes me feel uncomfortable
- ☺ do not give my mobile phone number to anyone who I don't know or have not met
- ☺ only email people I know or those approved by a responsible adult
- ☺ only use email in school which has been provided by school
- ☺ only connect to the agreed school wireless broadband while in school
- ☺ talk to a responsible adult before joining chat rooms or networking sites
- ☺ I will inform a responsible adult if I come across anything in chat rooms or networking sites that makes me feel uncomfortable
- ☺ always keep my personal details private. (My name, family information, journey to school, my pets and hobbies are all examples of personal details)
- ☺ always check with a responsible adult and my parents before I upload photographs of myself
- ☺ never meet an online friend without taking a responsible adult that I know with me

### I understand:

- ☺ Using computers safely can make everyone's learning more enjoyable
- ☺ Anything I do on the computer may be seen by someone else
- ☺ Anything I put on the Learning Platform will have my name next to it
- ☺ Most social networking sites have a minimum joining age and it is a criminal offence to give false information e.g. lie about my age or gender
- ☺ Not everyone on line is who they say they are
- ☺ If I break the rules I may not be allowed to use a computer/tablet
- ☺ that once I post a message, picture or any other item on the internet then it is completely out of my control.
- ☺ that anything I write or say or any website that I visit may be being viewed by a responsible adult

Name ..... Date .....

Class .....

School .....



## AUP Policy for Staff and Volunteers

### Trust Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications 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 Trust 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.
- the safe use of social media by the Trust its staff, parents, carers and children.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *students / pupils* learning 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 the Trust 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, VLE 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 Trust.
- 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 Trust ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with Trust policies and with written consent from the parent, carer or staff member. Images will not be distributed outside of the school network without the permission of the parent/carers or member of staff.
- I will not give out my personal email address or mobile number to any pupils.
- 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. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the Trust's policies.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

### **The Trust has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the academies:**

When I use my mobile devices (laptops / tablets / mobile phones) 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 the Trust about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal email addresses on the school ICT systems.

- 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, in accordance with relevant Trust policies.
- 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 use USB sticks or any external storage devices when in school or in conjunction with my school device.
- 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, unless this is allowed in Trust policies.
- I will not allow my network user account and password to be used by anyone other than myself, unless required by the Perry Hall Multi Academy Trust.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Academy Data Protection Policy (or any other relevant policy). 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 the data protection policy requires that any staff or student / 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 Trust 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.

### **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).

## **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 Trust digital technology equipment in school, but also applies to my use of Trust systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the Trust.
- 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, referral to Governors / Trustees and in the event of illegal activities the involvement of the police.

## **Social Media**

Social media (e.g. Facebook, Twitter, LinkedIn) is a broad term for any kind of online platform which enables people to directly interact with each other. There are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal reputation. This policy aims to encourage the safe use of social media by the Trust its staff, parents, carers and children.

### **Scope**

#### **This policy:**

- Applies to all staff and to all online communications which directly or indirectly, represent the Trust.
- Applies to such online communications posted at any time and from anywhere.
- Encourages the safe and responsible use of social media through training and education.
- Defines the monitoring of public social media activity pertaining to the school.

Perry Hall Multi-Academy Trust respects privacy and understands that staff and pupils/students may use social media forums in their private lives. However, personal communications likely to have a negative impact on professional standards and/or the school's reputation are within the scope of this policy.

Professional communications are those made through official channels, posted on a school account or using the school name. All professional communications are within the scope of this policy.

Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy.

Personal communications which do not refer to or impact upon the school are outside the scope of this policy.

Digital communications with pupils/students are also considered. Staff may use social media to communicate with learners via a school social media account for teaching and learning purposes but must consider whether this is appropriate and consider the potential implications.

## **Organisational control**

### **Roles & Responsibilities**

- **SLT**
  - Facilitating training and guidance on Social Media use.
  - Developing and implementing the Social Media policy
  - Taking a lead role in investigating any reported incidents.
  - Making an initial assessment when an incident is reported and involving appropriate staff and external agencies as required.
  - Receive completed applications for Social Media accounts
  - Approve or decline account creation
- **Administrator / Moderator**
  - Create the account following SLT approval
  - Store account details, including passwords securely
  - Be involved in monitoring and contributing to the account
  - Control the process for managing an account after the lead staff member has left the organisation (closing or transferring)
- **Staff**
  - Know the contents of and ensure that any use of social media is carried out in line with this and other relevant policies
  - Attending appropriate training
  - Regularly monitoring, updating and managing content he/she has posted via school accounts
  - Adding an appropriate disclaimer to personal accounts when naming the school

### **Process for creating new accounts**

The school community is encouraged to consider if a social media account will help them in their work, e.g. a history department Twitter account, or a “Friends of the school” Facebook page. Anyone wishing to create such an account must present a business case to the School Leadership Team which covers the following points:-

- The aim of the account
- The intended audience
- How the account will be promoted
- Who will run the account (at least two staff members should be named)
- Will the account be open or private/closed

Following consideration by the Headteacher an application will be approved or rejected. In all cases, the Headteacher must be satisfied that anyone running a social media account on behalf of the school has read and understood this policy and received appropriate training.



This also applies to anyone who is not directly employed by the school, including volunteers or parents.

## **Monitoring**

**School accounts must be monitored regularly and frequently** (preferably 7 days a week, including during holidays). Any comments, queries or complaints made through those accounts must be responded to within 24 hours (or on the next working day if received at a weekend) even if the response is only to acknowledge receipt. Regular monitoring and intervention is essential in case a situation arises where bullying or any other inappropriate behaviour arises on a school social media account.

## **Behaviour**

- **The school requires that all users using social media adhere to the standard of behaviour as set out in this policy and other relevant policies.**
- **Digital communications by staff must be professional and respectful at all times and in accordance with this policy.** Staff will not use social media to infringe on the rights and privacy of others or make ill-considered comments or judgments about staff. Trust social media accounts must not be used for personal gain. Staff must ensure that confidentiality is maintained on social media even after they leave the employment of the Trust.
- Users must declare who they are in social media posts or accounts. Anonymous posts are discouraged in relation to school activity.
- If a journalist makes contact about posts made using social media staff must follow the Trust media policy before responding.
- Unacceptable conduct, (e.g. defamatory, discriminatory, offensive, harassing content or a breach of GDPR, confidentiality, copyright) will be considered extremely seriously by the school and will be reported as soon as possible to a relevant senior member of staff, and escalated where appropriate.
- The use of social media by staff while at work may be monitored, in line with Trust policies. The Trust permits reasonable and appropriate access to private social media sites. However, where excessive use is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken
- The Trust will take appropriate action in the event of breaches of the social media policy. Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is considered illegal, the Trust will report the matter to the police and other relevant external agencies, and may take action according to the disciplinary policy.

## **Legal considerations**

- Users of social media should consider the copyright of the content they are sharing and, where necessary, should seek permission from the copyright holder before sharing.
- Users must ensure that their use of social media does not infringe upon relevant GDPR Law, or breach confidentiality.

## Handling abuse

- When acting on behalf of the Trust, handle offensive comments swiftly and with sensitivity.
- If a conversation turns and becomes offensive or unacceptable, school users should block, report or delete other users or their comments/posts and should inform the audience exactly why the action was taken
- If you feel that you or someone else is subject to abuse by colleagues through use of a social networking site, then this action must be reported using the agreed Trust protocols.

## Tone

The tone of content published on social media should be appropriate to the audience, whilst retaining appropriate levels of professional standards. Key words to consider when composing messages are:

- Engaging
- Conversational
- Informative
- Friendly (on certain platforms, e.g. Facebook)

## Use of images

School use of images can be assumed to be acceptable, providing the following guidelines are strictly adhered to:

- **Permission to use any photos or video recordings should be sought in line with the Trust's digital and video images policy.** If anyone, for any reason, asks not to be filmed or photographed then their wishes should be respected.
- **Under no circumstances should staff share or upload student pictures online other than via school owned social media accounts**
- Staff should exercise their professional judgement about whether an image is appropriate to share on school social media accounts. Students should be appropriately dressed, not be subject to ridicule and must not be on any school list of children whose images must not be published.
- If a member of staff inadvertently takes a compromising picture which could be misconstrued or misused, they must delete it immediately.

## Personal use

- **Staff**
  - Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the Trust, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy.

- Personal communications which do not refer to or impact upon the Trust are outside the scope of this policy.
- Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken
- The Trust permits reasonable and appropriate access to private social media sites.
- **Pupil/Students**
  - **Staff are not permitted to follow or engage with current or prior pupils/students of the school on any personal social media network account.**
  - The school's education programme should enable the pupils/students to be safe and responsible users of social media.
  - Pupils/students are encouraged to comment or post appropriately about the school. Any offensive or inappropriate comments will be resolved by the use of the school's behaviour policy
- **Parents/Carers**
  - **If parents/carers have access to a school social network or online blog where posting or commenting is enabled, parents/carers will be informed about acceptable use.**
  - Parents/Carers are encouraged to comment or post appropriately about the Trust. In the event of any offensive or inappropriate comments being made, the school will ask the parent/carer to remove the post and invite them to discuss the issues in person. If necessary, refer parents to the Trust's complaints procedures.

### **Monitoring posts about the school/Trust**

- As part of active social media engagement, it is considered good practice to pro-actively monitor the Internet for public postings about the school.
- The school should effectively respond to social media comments made by others according to a defined policy or process.

### **Managing your personal use of Social Media:**

- "Nothing" on social media is truly private
- Social media can blur the lines between your professional and private life. Don't use the school/Trust logo and/or branding on personal accounts
- Check your settings regularly and test your privacy
- Keep an eye on your digital footprint
- Keep your personal information private
- Regularly review your connections – keep them to those you want to be connected to
- When posting online consider; Scale, Audience and Permanency of what you post
- If you want to criticise, do it politely.

- Take control of your images – do you want to be tagged in an image? What would children or parents say about you if they could see your images?
- Know how to report a problem

**Managing school social media accounts**

**The Do’s**

- Check with a senior leader before publishing content that may have controversial implications for the school
- Use a disclaimer when expressing personal views
- Make it clear who is posting content
- Use an appropriate and professional tone
- Be respectful to all parties
- Ensure you have permission to ‘share’ other peoples’ materials and acknowledge the author
- Express opinions but do so in a balanced and measured manner
- Think before responding to comments and, when in doubt, get a second opinion
- Seek advice and report any mistakes using the school’s reporting process
- Consider turning off tagging people in images where possible

**The Don’ts**

- Don’t make comments, post content or link to materials that will bring the Trust into disrepute
- Don’t publish confidential or commercially sensitive material
- Don’t breach copyright, GDPR Law or other relevant legislation
- Consider the appropriateness of content for any audience of school accounts, and don’t link to, embed or add potentially inappropriate content
- Don’t post derogatory, defamatory, offensive, harassing or discriminatory content
- Don’t use social media to air internal grievances

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: .....



## **Perry Hall Multi Academy Trust**

### **Staff Laptop Use Agreement**

#### **Guidelines for Use**

1. The laptop remains the property of Perry Hall Multi Academy Trust
2. The laptop is covered under school insurance, however, the teacher must take reasonable care to avoid damage or loss. The laptop is not covered by school insurance if it is left unattended in a vehicle (this includes being out of site and the boot). All leads and accessories are to be stored safely
3. Teachers are responsible for updating the laptops on a regular basis and ensuring that anti-virus software is kept up to date
4. Internet usage must be of an appropriate nature to minimise pupil's exposure to inappropriate material
5. All laptop faults to be reported to ICT technical provider **CONCERO UK**, using their reporting procedure
6. The laptop is for the class teacher's usage and must not be transferred to a third party
7. Please make every effort to securely store the laptop and turn off all socket switches at the end of each day

#### **Terms and Conditions of Use**

By signing this 'Laptop Use Agreement Form', I agree to the following terms and conditions of use:

- 1.1. I agree that the laptop at all times remains the property of Perry Hall Multi Academy Trust and that the Laptop is provided for my use as a teacher / support staff employee to assist me in developing educational learning materials for classes taught at Perry Hall Multi Academy Trust.
- 1.2. I undertake to keep the laptop in good working order and to notify of any defect Perry Hall Multi Academy Trust or malfunction of the laptop while in my care.
- 1.3. I will use the laptop lawfully and in accordance with Perry Hall Multi Academy Trust acceptable Use policy which may change from time to time, regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
- 1.4. I will not sell, assign, transfer or otherwise dispose of the laptop.

1.5. If my employment status changes with Perry Hall Multi Academy Trust, or if I breach any of these terms or conditions, Perry Hall Multi Academy Trust, may revoke this arrangement by giving me written notice.

1.6. I will take due care of the laptop package at all times, including:

1. Not leaving the laptop unattended in a public place.
2. Not leaving the laptop unattended or unsecured in a classroom or other place in the school.
3. Not leaving the laptop in plain view in an unattended or unsecured vehicle.
4. Not allowing the laptop to be accessed by any other person (unless authorized by Perry Hall Multi Academy Trust)
5. Not allowing the laptop to be interfered with, tampered with or altered by a third party or otherwise except in prior agreement with Perry Hall Multi Academy Trust.
6. Ensuring due care is taken in the handling, transporting and usage of the laptop.

1.7. I will not remove, conceal or alter any laptop package markings, tags or plates or engrave or mark the Laptop in any way that will reduce the value of the laptop.

1.8. If the laptop is lost, stolen or damaged I will advise the Executive Headteacher and the Police as soon as possible.

1.9. I will not allow my network user account and password to be used by anyone other than myself, unless required by the Perry Hall Multi Academy Trust

1.10. I understand that due to current software licensing arrangements covering home use, the laptop package cannot be used by me for any commercial purpose.

**I can confirm that I am willing to accept the responsibility for, taking into my possession a Perry Hall Multi Academy Trust Laptop for the period ..... to .....**

**I confirm that I have read, understood and agree to the above 'Terms and Conditions of Use' and am willing to take responsibility for the laptop subject to these 'Terms and Conditions of Use' and such other policies as are determined by Perry Hall Multi Academy Trust .**

**Laptop make and Serial Number:** \_\_\_\_\_

**Employee name (please print):** \_\_\_\_\_

**Employee signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact Numbers: Home:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_



## AUP Guidance notes for Schools and Governors

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to support learning without creating unnecessary risk to users.

### The governors will ensure that:

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning
- learners are made aware of risks and processes for safe digital use
- all adults and learners have received the appropriate acceptable use policies and any required training
- the school has appointed an e-Safety Coordinator and a named governor takes responsibility for e-Safety
- an e-Safety Policy has been written by the school, building on Wolverhampton's LA e-Safety Policy and BECTA guidance
- the e-Safety Policy and its implementation will be reviewed annually
- the school internet access is designed for educational use and will include appropriate filtering and monitoring
- copyright law is understood and not breached
- learners are taught to evaluate digital materials appropriately
- parents are aware of the acceptable use policy
- parents will be informed that all technology usage may be subject to monitoring, including URL's and text
- the school will take all reasonable precautions to ensure that users access only appropriate material
- the school will audit use of technology (using the Self-Review Framework) to establish if the e-safety policy is adequate and appropriately implemented
- methods to identify, assess and minimise risks will be reviewed annually
- complaints of internet misuse will be dealt with by a senior member of staff

Name ..... Date .....