# ACCEPTABLE USE (IT) POLICY

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| **Statutory Policy:** | Yes ☐ | No ☑ |
| **School Level Appendix attached:** | Yes ☑ | No ☐ |
| **Policy to be published on the YCAT website:** | Yes ☐ | No ☑ |
| **Policy to be published on school website** | Yes ☐ | No ☑ |

**This Policy was adopted by**

Acceptable use of IT policy

| Chair of Trustees: Mr Ian Moore | |
|---|---|
| **Signature:** | |
| **Frequency of review:** | 3 year |
| **To be reviewed by:** | SILG |

**Yorkshire Collaborative Academy Trust on 22/05/2018**

# REVIEW RECORD

| Date of review | Reason for review | Date of next review |
|---|---|---|
| **May 2018** | **3-year review** | **May 2021** |

| Name : | Ian Moore | Signature: | |
|---|---|---|---|

**on behalf of YCAT Full Board**

| Date of review | Reason for review | Date of next review |
|---|---|---|
| **Feb 2021** | **Policy review cycle** | **May 2024** |

| Name : | Jo Robinson | Signature: | |
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**on behalf of YCAT Full Board**

**This policy covers the acceptable use of IT by staff, volunteers and pupils**

### Child Safeguarding Statement

Staff need to be aware that there may be issues relating to a child's behaviour as a result of child protection issues. Where staff have any concerns of this nature, the agreed steps outlined in the school's 'Child Protection Policy' should be followed.

### YCAT Schools Policy

Technology is 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 communications technologies are powerful tools, which present 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 internet access at all times.

### Staff and Volunteers

**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 IT 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 IT in their everyday work.
- That pupils remain safe when using IT in school, and personal information about them is stored securely and not shared with others without permission.

YCAT and each school will work to ensure that staff and volunteers have good access to IT 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 IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users.
- I recognise the value of the use of IT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of IT. I will, where possible, educate the young people in my care in the safe use of IT and embed online-safety in my work with young people.

### For my professional and personal safety:

- I understand that the school can monitor my use of the IT systems, email and other digital communications.

- I understand that the rules set out in this agreement also apply to use of school IT systems (desktop computers, iPads, email, VLE etc) when used out of school.
- I understand that the school IT systems are primarily intended for educational and administrative use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- 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 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 school IT 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. Images taken on non-school equipment should only be done so with the permission of the headteacher, before being transferred to school equipment and then deleted from the original device.
- Where these images are published (e.g. on the school website / Facebook / Twitter etc.) it will not be possible to identify by name, or other personal information, those who are featured without explicit permission from parents/carers.
- I will not use any school IT systems for chat or social networking sites for personal use during the school day.
- If I use chat and social networking sites in school for personal use it must be via my own personal equipment/device and only during break times.
- Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute.
- Staff who have genuine concerns about any school matter should follow school current guidelines and policies, e.g., whistleblowing, to resolve issues and not networking sites. Staff should report all contacts through networking sites which may concern them to the headteacher. Examples may include: child below 13 on Facebook requesting to be a friend or inappropriate comments by a parent directed to themselves.
- 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 school and the Board of Trustees have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school: Where permission needs to be sought please see the headteacher.**

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- The Trust and individual schools will ensure that all school devices are protected by up-to-date anti-virus software and are free from viruses.
- The Trust and individual schools will ensure that data is regularly backed up, in accordance with relevant school policies.
- If I use a personal device (laptop / mobile phone / tablet 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 not use personal email addresses on the school IT systems for any school communication. All staff should use a school email account for all emails relating to school issues.
- Confidential data sent to parties outside of YCAT should be sent using a secure, encrypted service (e.g., Egress, Office 365 Encryption)
- 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.
- 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 download school documents or information to my personal/home systems or any personal device but will instead work on the YCAT SharePoint system including One Drive
- If I must use a memory stick, it will be encrypted.
- 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 school policies.
- 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 YCAT data protection policy (See School Information Policy).
- 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 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.

**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.
- If permission is not given, I will attempt to find copyright-free material which can be legally used and shared.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

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

- I understand that this Acceptable Use of IT Policy applies not only to my work and use of school IT equipment in school, but also applies to my use of school IT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.

- I understand that if I fail to comply with this Acceptable Use of IT Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, and referral to the Local Governing Body or Board of Trustees, and, in the event of illegal activities, the involvement of the police.

**Pupils**

- YCAT and all schools within YCAT are committed to safeguarding and promoting the welfare of children. All pupils use computer facilities including Internet access as an essential part of learning, as required by the national curriculum, therefore, gaining pupils' and parents' agreement to online-safety rules is important.

- This is to be obtained once a year at the same time as checking home and emergency contact details. To ensure clarity, the online-safety Rules appropriate to the age of the pupil will be included with the letter to parents.

- A list of pupils whose parents have not consented for Web publication of works and photographs and for internet access will be held securely in the school office for staff to refer to when appropriate.

**Pupils Permission Forms**

Schools within YCAT will have their own online-safety rules, to be issued and signed by all pupils.

**Agreement:**

I have read and understand the above and agree to use the school IT 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: