



## ICT System Acceptable Use Policy & Agreement

### Introduction

New technologies have become integral to the lives of children and young people in today's society, both within academies and in their lives outside our academies. 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 internet access at all times.

This Acceptable Use Policy is intended to ensure:

- The 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 Solent Academies Trust's ICT 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 ICT in their everyday work.

Solent Academies Trust will try to ensure that staff and volunteers will have good access to ICT 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.

### Agreement

I understand that I must use Solent Academies Trust's 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. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety

- I understand that the Trust will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of Solent Academies Trust's ICT systems (e.g. laptops, email, VLE etc.) when out of Trust's academies.
- I understand that Solent Academies Trust's ICT 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 will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.
- I will keep any OAUTH (USB security keys) on my person or in a secure place and I will not leave them unattended, even for a short amount of time.
- I will not post comments on social networking sites that may bring the Trust or any of its academies in to disrepute.

I will be professional in my communications and actions when using academy ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

- I will immediately report any discrepancies in the permissions and security of any files or folders I come across that I should not have the ability to access. I will not open any files or folders that I should not have the ability to access and will make the relevant management aware of any files or folders I have opened mistakenly.
- 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 Trust'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, it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in any of the Trust's academies in accordance with the Trust's policies.
- I will only communicate with students / pupils and parents / carers using official Trust 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 and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Trust and its academies:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in academies, I will follow the rules set out in this agreement, in the same way as if I was using Trust 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 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 only access my workplace email (provided by the Trust) from secure devices. This can be a personal device however access must be restricted to just you and must only be accessible after access is gained from a security measure, such as Passcode, Biometrics or Pattern. Workplace email must not be accessed via personal devices that has multiple users, unless the individual app can be locked down to restrict access.
- 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 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 academy policies.
- I will not disable or cause any damage to Trust equipment, or the equipment belonging to others.
- I will only dispose of ICT equipment in line with the Disposal of IT Equipment & Media Policy.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy. **Where personal data is transferred outside the secure Trust network, it must be encrypted (this includes the use of external storage).**
- I understand that data protection policy requires that any staff or student 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 any Trust policy to disclose such information to an appropriate authority.
- I will adhere to data protection in line with the Data Protection Policy.
- 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 the Trust's 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 academies:

- I understand that this Acceptable Use Policy applies not only to my work and use of Trust ICT equipment in its academies, but also applies to my use of Trust ICT systems and equipment out of the academies and my use of personal equipment in the academies or in situations related to my employment by the Trust.
- I will adhere to all requirements laid out in the Secure Handling and Transit Policy
- 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 and / or the Local Authority and in the event of illegal activities the involvement of the police.
- I have read and understand the above and agree to use Solent Academies Trust ICT systems (both in and out of the academies) and my own devices (in the academies and when carrying out communications related to the Trust) within these guidelines.

Forename

Surname

Position/Job Role

Signed

Please be aware that this form will be held on your personal file with the HR team in line with the GDPR compliance requirements.