

Extend Learning Academies Network (ELAN) Staff, Volunteers and Visitors Acceptable Use Policy 2022-23

This document is part of the ELAN ICT and Online Safety Policy

Trust Policy

The Trust (ELAN) will ensure that staff and volunteers have good access to digital technology to enhance their work and enable efficient and effective working. In return, staff and volunteers will be expected to agree to be responsible users.

Scope of Policy

This Acceptable User Policy (AUP) applies to staff and volunteers who have access to and are users of the Trust's ICT systems and to work related use of ICT systems outside of their main place of work.

My Responsibilities

I agree to:

- read, understand, sign and act in accordance with the ELAN ICT and Online Safety policy and Data Protection policy
- 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
- report any illegal, inappropriate or harmful material, data breaches, suspected misuse or concerns about the use of ICT to a senior leader or Trust CEO
- model the safe use of ICT
- should I require access to my personal device in the classroom for medical purposes, this will be with the full knowledge and agreement of the senior leadership team and will remain locked and secure away from pupil access. This device will never be accessed when pupils are present except in circumstances of medical emergency. I understand that my personal device could be subject to monitoring and review by the senior leadership team.
- refrain from publishing any information that: may be offensive to colleagues, may breach the integrity of the ethos of the Trust or may bring the Trust into disrepute (this includes personal sites)
- protect own professional identity online by ensuring security settings for social networking sites are enabled fully
- acceptable use of social media
- respect copyright.

Training

- I understand that I will participate in ICT, online safety and GDPR training
- I understand that it is my responsibility to request training if I identify gaps in my abilities.

Cyberbullying

- I understand that the Trust has a zero tolerance of bullying. In this context cyberbullying is seen as no different to other types of bullying.
- I understand that I should report any incidents of bullying in accordance with Trust procedures.

Technical Infrastructure

I will not try to by-pass any of the technical security measures that have been put in place by the Trust. These measures include:

- the proxy or firewall settings of the Trust network (unless I have permission)
- not having the rights to install software on a computer (unless I have permission)
- not using removable media (unless I have permission)

Passwords

- I will only use the password(s) given to me
- I will never log another user onto the system using my login

- I will not disclose my username or password to anyone else
- I will not try to use any other person's username and password.
- I will not write down or store a password where it is possible that someone may steal it.
- **Filtering**
 - I will not try to by-pass the filtering system used by the Trust (unless I have permission)
 - If I am granted special access to sites that are normally filtered I will not leave my computer unsupervised
 - I will report any filtering issues immediately
- I understand that the Trust will monitor my use of the Trust's ICT, digital technology and communication systems.

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.
- 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 (eg on the Trust website) 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 work in accordance with the Trust's policies. I will have read the Trust's ICT and Online Safety Policy and adhere to its guidelines.
- 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 am aware of the risk of using my personal email addresses, mobile phones and social networking sites for such communications.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The Trust have the responsibility to provide safe and secure access to technologies:

- When I use my own personal mobile devices (PDAs / laptops / mobile phones / USB devices etc) in work or when visiting a school, I will follow the rules set out in this agreement, in the same way as if I was using equipment owned by the Trust. 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 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 ICT policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist 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 I have permission).
- I will not disable or cause any damage to Trust 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 Trust Data Protection Policy (or 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 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. This needs to be transferred securely. E.g. Via Egress/ password protected.
- 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 Trust 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 within and outside my place of work:

- I understand that this Acceptable Use Policy applies not only to my work and use of Trust ICT equipment within my place of work, but also applies to my use of Trust ICT 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 Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to the Trust CEO / Directors and in the event of illegal activities the involvement of the police.

Reporting Incidents

- I will report any illegal, inappropriate or harmful material, data breaches, suspected misuse or concerns about the use of ICT to a senior leader or the Trust CEO.
- I will make a note of any incidents in accordance with Trust procedures.
- I understand that in some cases the Police may need to be informed.

Sanctions and Disciplinary Procedures

- I understand that if I misuse the Trust ICT systems in any way then there are disciplinary procedures that will be followed by the Trust.

Staff, Volunteers and Visitors Acceptable Use Policy Declaration 2022-23

I have read and understand the above and agree to use the Trust ICT systems (both in and out of my place of work or when visiting another site within the Trust) and my own devices (in my place of work or when visiting another site within the Trust and when carrying out communications related to the Trust) within these guidelines.

Staff/Volunteer/Visitor Name _____

Signed _____

Date _____