

# IT Acceptable Use Agreement - Staff and Volunteers (AUP)

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**Key Document details:**

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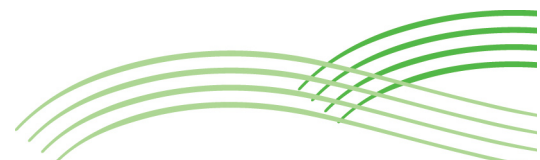
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## **Acceptable Use Agreement - Staff and Volunteers (AUP)**

I understand that I must follow the guidance below to ensure there is no risk to my safety or to the safety and security of the school ICT systems and other users.

I recognise the value of the Multi Academy Trust's IT systems for enhancing learning, and organisational efficiency and will ensure that students 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 online safety in my work with young people. I understand that I have a duty to report any breaches of this policy to my line manager as soon as practicable.

### **I agree that:**

- The Multi Academy Trust may monitor my use of the ICT systems, email and other digital communications.
- The rules set out in this agreement also apply to use of the Trust's systems (e.g. notebooks, email, etc.) out of school.
- ICT systems are primarily intended for educational use, or to support the efficient running of the Trust. 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 password to anyone else, nor will I try to use any other person's username and password.
- I will always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts work at risk, and will cut short time with the ICT equipment. Therefore I will not attempt to repair, alter or modify the hardware or firmware of any system, unless I have obtained permission from WHFIT.
- Use of school ICT equipment should be predominantly used for work purposes. Personal activities such as buying, selling goods, checking personal email, use of social media should be kept to a minimum and any misuse or excessive use may be investigated.
- I will not connect a mobile device or piece of storage equipment (e.g. laptops, tablet PCs, PDAs etc.) to the network without permission.
- If I have access to a mobile phone or device owned by the Trust, I am aware and will adhere to the rules of how these can be used, on the site/sites that I work at.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

### **I will be professional in my communications and actions when using school ICT systems:**

- 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 only use my work email address when communicating on behalf of the Trust or any of its members.
- 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 (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will carefully consider any image or comment that I upload, share or repost on social media, to ensure that the safety and reputation of the Trust are maintained at all times.
- 'Chat' activities take up valuable resources, which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons 'chat' rooms should be avoided.
- I will endeavor to protect ICT equipment and will look after them in the appropriate manner. I will take reasonable precautions to protect work devices from accidental damage.
- I will not engage in any online activity using school systems or devices that may compromise my professional responsibilities.

**The school and the White Horse Federation have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- When I use my personal handheld or external devices as outlined in the BYOD policy in school, I will follow the rules set out in this agreement, in the same way as if I was using equipment belonging to the Trust or one of its members. I will also follow any additional rules set by the school 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 always check files brought in on removable media (such as CDs, DVD's & flash drives) with antivirus software and only use them if they are found to be clean of 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 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 (in excess of 1GB) 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 only transport, hold, disclose or share personal information about myself or authorised others securely. Where personal data is transferred outside the secure school network, it must be encrypted.
- 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 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
- Where work is protected by copyright, I will not download or distribute copies (including music and videos), outside what is allowed by UK Law.
- All Internet activity is closely monitored and any misuse will be reported to senior leadership team for investigation, action will be taken if this privilege is misused.
- When using Social media sites I will not:
  - Reveal confidential information about our pupils, staff, or the school or LA
  - Engage in activities on the internet which might bring the Trust into disrepute
  - Use it in any way to attack or abuse stakeholders
  - Post defamatory, derogatory or offensive comments on the Internet about colleagues, pupils or the White Horse Federation.

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

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school, as well as 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 Policy Agreement, I could be subject to disciplinary action which could include, but is not limited to, a warning, a suspension, referral to the Trustees and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems and my own devices within these guidelines.

**School/ Site Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Job Title:** \_\_\_\_\_

