

Acceptable use of ICT Policy

Recommending Body:	MAS LGB
Approval Body:	MAS LGB
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Policy Version:	3

Version	Reviewed	Changes since last version
1		Existing
2	November 2022	No updates, part of annual review
3	November 2023	No updates, part of annual review

Acceptable use of ICT agreement for staff and other adults given access to school ICT systems

The ICT system is owned by Mulberry Schools Trust and is made available to staff to enhance their professional activities. By using the school's ICT network, equipment and internet access, you agree to abide by the expectations below. These expectations help keep you, other staff, students and the ICT system safe and protected from reputation damage. Any misuse of the school's ICT systems could have serious consequences.

Privacy

All digital files and data are the intellectual property of Mulberry Academy Shoreditch. They may be monitored, whether on home drives, shared drives, email or portable storage devices. In the case of safeguarding or disciplinary issues, deleted files and emails may be recovered. The school reserves the right to audit networks and systems periodically to ensure compliance with this policy and to access, review, copy, store or delete any electronic files or communication and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of school ICT system.

Please tick the box by each statement to agree to it and sign and date the agreement at its end.

- ☐ I understand that I must use school ICT systems in a responsible and professional way, in line with the staff code of conduct, the safeguarding policy and other relevant policies, to ensure that there is no risk to my or others' safety and security, to integrity of the ICT systems or to the school's reputation.
- ☐ I understand that the expectations in this agreement also apply to my use of school ICT systems and data outside school (eg. Via laptops, email, remote access etc) and to my own mobile devices used in school or to access the school network or email system.
- ☐ I understand that the school may introduce new expectations if technologies or circumstances change.
- ☐ I understand that if I fail to comply with this agreement, I could be subject to disciplinary action.

For my professional and personal safety

- ☐ I understand that the school ICT systems are intended for educational and professional use and not my personal or recreational use.
- ☐ I understand that the school may monitor my use of ICT systems, internet access, email and other digital communications and reserves the right to examine or delete any files, including email, which may be held on its ICT system.
- ☐ I will not disclose my network password nor use other person's credentials. I will not allow others to use my account. I will lock my device when I step away from it.
- ☐ I will alert senior staff within, or accessed via, the school's ICT system that causes concern or may put students, the school or its community at risk. I will immediately report any illegal or potentially harmful ICT use to the Designated Safeguarding Lead.

- ☐ I will ensure that I have permission to use the original work of others in my own work.
- ☐ Where digital material is protected by copyright (including music, videos and images), I will not download or distribute copies. I will not download or use software for which the school does not have an active license.

Maintaining professional communications and actions

- ☐ I will use only official schools systems to communicate with students, parents/carers and outside organisations on school matters. I will not conduct personal business from my school email account.
- ☐ I will apply the same professional standards of language and content to email and digital media as expected for letters or paper publications.
- ☐ I will only take and/or publish images of others with their permission. If it is agreed that I may use my personal device to record images, I will transfer them as soon as possible to a school network folder or a school email address and delete the images from my device immediately.
- ☐ I will only use social networking sites managed by the school to communicate about school matters.
- ☐ I will consider carefully my use of my personal email, messaging or social networking accounts, to ensure that there is no risk of damaging my own, colleagues' or school's reputation.
- ☐ I will not engage in my online activity that may compromise my professional responsibilities.

Ensuring safe and secure access to Technologies

- ☐ I will treat all ICT equipment with care, report faults or damage, and pursue no activity that could damage equipment, files or data, or disrupt or threaten the integrity of the school ICT systems
- ☐ I will only open attachments to, or hyperlinks in, emails if the source is known and trusted, and never if I have concerns about the validity of the email
- ☐ I will ensure that any laptop of my own that I use with school systems is protected by up to date anti-virus software and free from viruses. I will inform the Network Manager the first time I bring in a personal device with the intention of connecting to the network.
- ☐ I will save files and data to the school network to ensure that they are regularly backed up. If, exceptionally, I save files elsewhere, I understand that I am responsible for the backup
- ☐ I will not attempt to install programs of any type on a school device or to alter computer settings, unless permission is given by the Network Manager

- ☐ I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not try to bypass the filtering/security systems in place to prevent access to such materials

Taking responsibility for personal data

- ☐ I understand that, under GDPR, “personal data” means any information relating to an identified or identifiable person.
- ☐ I will keep personal data to which I have access private and confidential, except when I am required by law or school policy to disclose it to an appropriate authority.
- ☐ I will only retain personal data in my inbox, sent items or home folder whilst I am actively making use of it within my work.
- ☐ When emailing, whenever possible, I will send links to personal data stored in shared drives rather than attaching a file.
- ☐ I will file, or ask the appropriate colleague to file, personal data that needs to be kept in the “vital record” for the child or colleague. This includes files and emails. I will delete personal data that is no longer needed.
- ☐ I will use secure methods (e.g. via the remote access facility) for accessing school-related personal data offsite. I will not download any documents containing personal data to my own devices.
- ☐ I will immediately report any risk of inappropriate access to personal data, and so a breach of GDPR, to the Executive Principal.

Communication

- ☐ I will keep my personal phone numbers and email addresses private and secure. I will not use these for school matters, unless agreed with the Executive Principal for particular circumstances. I will only keep details of work contacts on my personal phone if I have their permission.
- ☐ I will maintain clear and explicit professional boundaries for communication between students and adults and will not request, or respond to, any personal information from a student.

Safer Social Networking Practice

- ☐ I will review my social networking sites regularly to ensure that information available publicly is accurate, appropriate and would not cause me embarrassment if published outside of the site.
- ☐ I will never make a 'friend' of a student at the school through social networking, and I will be extremely cautious about becoming 'friends' with ex-students particularly where siblings or other relatives may continue to attend the school.
- ☐ I understand that making allegations on social networking sites (even in my own time and in my own home) about other employees, students or other individuals contact with Mulberry Schools Trust could result in disciplinary action.
- ☐ I will not set up any networking site, chat group or other current or emerging technology that uses the name Mulberry or implies it is connected to or endorsed by Mulberry Schools Trust or its schools, unless this is for professional use only and sanctioned by the school.

Prohibited Use

- ☐ I understand that I am prohibited from using the school's ICT system to:
- ☐ Proselytise or campaign on religious, political or ideological issues, or for personal financial gain or personal promotion or advertising
- ☐ Violate any law such as accessing or transmitting: any offensive, obscene or harmful materials; materials that encourage others to violate the law; confidential information or copyrighted materials; information protected by privacy laws.
- ☐ Pursue 'hacking', internal or external to the school.

And from:

- ☐ Using abusive or impolite language, threatening, harassing, or making damaging or false statements about others by electronic means.
- ☐ Deleting, copying, modifying or forging other users' names, emails, files or data; impersonating other users, disguising their identity, or sending anonymous emails; and
- ☐ ICT use that results in liability or unapproved cost to the school.

Full Name:		Date	
Signature:			