



Marple Hall School

Policy Document

# E-safety – Acceptable Use Policy – Staff

Staff responsible for policy: Helen Harris and Matt Slatter

Date reviewed: Summer 2021

Date approved by Governors: 17 May 2021

Signed by Chair of Committee:

Signed by Headteacher:

Date for next review: Summer 2024

## Marple Hall School E-safety – Acceptable Use Policy – Staff

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Technology is integral to the lives of educators in today's society, both within school and in their lives outside school. The internet and other information and communication technologies are powerful tools. They open up new opportunities for everyone, promoting discussion, creativity and effective learning. They also bring opportunities for staff to be more creative and productive in their work.

As well as these opportunities, technology presents some risks. All staff have a duty of care to conduct their professional and personal lifestyles so that they do not impact on their professional duties and this includes the safe use of technology in the digital world in which we live.

The Acceptable Use Policy refers to appropriate use of all digital devices and services. This means using all ICT resources available, now and in the future, in an appropriate manner and at an appropriate time. It is an expectation that all staff should read and sign the Marple Hall School Acceptable Use Policy Agreement.

For the purpose of this policy, any reference to student includes past students, until they reach the age of 18.

All staff at Marple Hall School should have an entitlement to safe Internet access, stable platforms of communication and robust ICT tools to use in the classroom. The Acceptable Use Policy and Agreement will ensure:

- that staff and co-professionals will be responsible users and stay safe whilst using technology within and outside school.
- that school ICT systems and users are protected from accidental or deliberate misuse.
- that staff are protected from potential risk in their use of ICT.
- that staff work with the duty of care of students at the forefront of their mind.

If you are unsure of any of the terminology included in this document or how to implement any of it in your use of ICT then please contact a member of the Network Support team.

I understand that I must use all ICT systems in a responsible way, to ensure that there is no risk to

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my safety or that of other users. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my ICT work with the students.

### For my professional and personal safety:

- I understand that the school ICT systems are intended for educational use only. All my online and digital activity in school should be appropriate, related to my teaching or support staff professional activity or students' learning and education.
- If I become aware of any illegal, inappropriate or harmful material, communication or incident, I will immediately report it to the Network Support team.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will not breach, or encourage others to breach, software, service or website terms and conditions in any regard whilst using them in school.

### All devices in school

- I will not deliberately disable or cause damage to equipment owned by the school or others.
- I will take all reasonable steps to secure devices on the school premises (e.g. in a lockable cupboard). If a device is removed from the school premises it becomes the responsibility of the staff member.

### All devices brought into school

- I will not transfer data onto the school network without making sure that it is free from viruses and can assure my Line Manager/E-safety Co-ordinator that it is of educational benefit.
- I will not capture or store any pupil information, including photographs, on personal digital equipment.
- I will not allow students to use any personal equipment that may allow them to access otherwise restricted resources.

### General network protocol

- I understand that the Network Support team may monitor my use of the Marple Hall ICT systems, email and other digital communications.
- I will keep my username, password or encryption key secure and not disclose them to anyone, nor will I try to use any other person's username and password to log on to any resident or remote Marple Hall School platform or system. I will reset my password if I think it might be known by others and if necessary inform the Network Support team.
- I will not allow any other member of the Marple Hall Community or any visitor to use any digital device or system that authenticates using my allocated credentials.
- I will not use any programs or software (proxy bypass, VPN or IP Tunneling) that might allow me to bypass the internet filtering or security systems in school.
- I will not install or attempt to install programs of any type on any school owned device, without the express permission of the school Network Support Team.
- I am only licensed to use school licensed software whilst I am currently employed by the school and agree to uninstall any relevant software once my employment ends.
- I will not transfer or store personal /confidential data outside the school network other than to approved third parties and always in a secure manner. I will not use email, or external media storage devices, to transfer data unless the device or data is encrypted.
- I will not leave an unattended computer logged on without locking the screen.
- I will not attempt to upload, download or access any software or material which is illegal, inappropriate or may cause harm or distress to others.
- I will immediately report any damage or faults involving equipment or software.

### Remote Services

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- I will only access MHS remote services using a secure personal device, never a public one. If this is a shared device I will ensure I only use a personal account, protected by a strong password.
- I will ensure that other persons cannot view my screen whilst I am accessing MHS remote services. I will take particular care when I am typing any passwords.
- I will not leave an unattended remote session without locking the screen or logging off.

### Communication and Email

- I understand that I am responsible for all emails sent from my school account and for contacts made that may result in emails being received.
- I will only communicate with students and parents using official school systems.
- I will communicate with others (including students, parents and staff) in a professional manner, using appropriate, non-aggressive, language and content.
- When sending any communication, I will be conscious what time they are sent, ensuring this is appropriate for the intended recipient(s).
- I will not open any email attachments, unless the source is known and trusted, due to the risk of it containing a virus or other harmful program. If I am concerned about the safety of an attachment, I will immediately report it to the school Network Support team.
- I will only send sensitive data in a password protected attachment, not in the body of an email and will take all necessary precautions to ensure it is sent only to the intended recipient(s).
- I will only use social chat and social networking sites in line with the School Social Media Policy.
- I will not use any video/audio conferencing to communicate with students outside of school hours.

### Legislation

- I will respect and not violate the copyright and intellectual property of all materials, including that of content created by Marple Hall School.
- I will ensure that any information I store, send or share does not breach the General Data Protection Regulation (GDPR)

### Inappropriate /illegal behaviour

- I will not access, copy, or remove or otherwise alter another user's files, without permission.
- I will respect the privacy of others. I will not publish in any way their names, addresses, telephone numbers or images unless permission has been given.
- I will not capture media content on the school premises either during or outside of lessons which would contravene child protection policies.
- I understand that the rules set out in this agreement apply to my work and use of school ICT systems when in and out of school. They also apply to my use of personal equipment in school or in situations related to my employment at Marple Hall School.
- I understand that if I fail to comply and adhere to this Acceptable Use Policy, I could compromise my own professional standing and reputation and in some cases be subject to disciplinary action.
- I have read and understood the above and agree to the use of the school ICT systems and my own digital / communication devices within these guidelines.

**Member of staff:**      **Name: (Please Print)**.....

**Job Role:** .....

**Signature** .....      **Date:** .....

**Line manager:** .....      **Date:** .....