



# King's Academy Ringmer

**“in pursuit of excellence”**

## **Acceptable ICT Usage Policy for Staff and Volunteers**

**Date:** Reviewed 7 December 2017

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside academy. The Internet and other digital information and communications are powerful tools, which open up new opportunities for everyone. These technologies can inspire 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 have an entitlement to safe Internet access at all times.

This policy is intended to ensure that:

- Staff and volunteers will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- All King's Academy Ringmer's ICT systems users are protected from accidental or deliberate misuse that could put the security of the systems or users at risk.
- Staff are protected from potential risk in their use of ICT in their everyday work.

The academy will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to improve learning opportunities for all and will, in return, expect staff and volunteers to agree to be responsible users.

### **Responsible Use Agreement**

I understand that I must use King's Academy Ringmer 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 learners 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 students.

### **For my professional and personal safety:**

- I understand that the academy will monitor my use of ICT systems, email and other digital communications.
- I understand the rules set out in this agreement also apply to the use of the academy ICT systems (e.g. laptops, email, Learning Platform etc.) out of the academy.
- I understand that the academy ICT systems are primarily intended for educational use and that I will only use systems for personal or recreational use within the policies and rules set down by the academy.
- I will not disclose my username and 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/incident I become aware of to the appropriate person (see policy flowcharts).

### **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 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 academy's policy on the use of digital/video images. I will not use my personal equipment to record these images.
- I will not use chat and social networking sites in the academy in accordance with the academy's policies.
- I will only communicate with student and parents/carers using official academy 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.

### **King's Academy Ringmer and King's Group Academies have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the academy:**

- When I use my personal hand held/external devices (PDAs/laptops/mobile phones/USB devices etc) in the academy, I will follow the rules set out in this agreement, in the same way as if I was using academy's equipment. I will also follow any additional rules set by the academy 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 use personal email addresses on the academy ICT systems.
- 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 ensure that my data is regularly backed up, in accordance with relevant 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 (unless I have permission) 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 academy 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 BMBC Information Security and Computer Usage Policy. Where personal data is transferred outside the secure LA network, it must be encrypted.
- I understand that data protection policy requires that any staff or learner 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 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 academy 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 academy:**

- I understand that this Acceptable Use Policy applies not only to my work and use of King's Academy Ringmer ICT equipment in academy, but also applies to my use of academy ICT systems and equipment out of the academy and my use of personal equipment in the academy or in situations related to my employment by KGA.
- I understand that if I fail to comply with this Acceptable ICT 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 the King's Academy Ringmer ICT systems (both in and out of academy) and my own devices (in academy and when carrying out communications related to the academy) within these guidelines.**

**Staff/Volunteer**

**Name:** .....

**Signed:** .....

**Date:** .....