

Technology acceptable use Policy Academy Staff

Ormiston Academies Trust

Revision level	Revision date	Description of changes	
Prepared: <i>Signature</i>	Approved: <i>Signature</i>	Released: <i>Signature</i>	

Electronic copies valid without signature

Ormiston Meridian Academy

Ormiston Academies Trust

Technology acceptable use Policy Academy Staff

Policy Version Control

Policy type	OAT Mandatory Policy
Policy prepared by (name and department)	M Bennett
Last review date	May 2018
Description of changes	New Policy
Date of Board of Trustees approval	TBC
Date released	May 2018
Next review date	October 2018

Technology acceptable use agreement – Academy Staff

Name of academy: Ormiston Meridian Academy

Date: May 2018

Please read this document carefully, and sign below to show you agree to the terms outlined.

1. Introduction

- 1.1. Whilst our academy promotes the use of technology and understands the positive effects it can have on enhancing students' learning and community engagement, we must also ensure that staff use technology appropriately. Any misuse of technology will not be taken lightly and will be reported to the principal in order for any necessary further action to be taken.
- 1.2. This acceptable use agreement is designed to outline staff responsibilities when using technology, whether this is via personal devices or academy devices, or on/off any academy premises, and applies to all staff, volunteers, contractors and visitors.
- 1.3. This policy will be updated as necessary to reflect best practice, or amendments made to data protection legislation, and shall be reviewed every 6 months from May 2018. From May 2019 this policy will be reviewed and updated as necessary every twelve months.

2. Using technology on/off any academy premises

- 2.1. I will only use ICT systems, such as computers (including laptops) and tablets, which have been permitted for my use by the Principal.
- 2.2. I will only use the approved email accounts that have been provided to me.
- 2.3. I will not use personal emails to send and receive personal data or information.
- 2.4. I will not share sensitive personal data with any other students, staff or third parties unless explicit consent has been received.
- 2.5. I will ensure that any personal data is stored in line with the GDPR.
- 2.6. I will delete any chain letters, spam and other emails from unknown sources without opening them.
- 2.7. I will ensure that I obtain permission prior to accessing any materials from unapproved sources.

- 2.8. I will only use the internet for personal use during out-of-school hours, including break and lunch times.
- 2.9. I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
- 2.10. I will not share academy-related passwords with students, staff or third parties unless permission has been given for me to do so.
- 2.11. I will not install any software onto academy ICT systems unless instructed to do so by an ICT Technician or Principal.
- 2.12. I will ensure any academy-owned device is protected by anti-virus software and that I check this on a weekly basis.
- 2.13. I will only use recommended removable media and will keep this securely stored in line with the GDPR.
- 2.14. I will only store data on removable media or other technological devices that has been encrypted or pseudonymised.
- 2.15. I will only store sensitive personal data where it is absolutely necessary, and which is encrypted.
- 2.16. I will provide removable media to an ICT Technician for safe disposal once I am finished with it.

3. Mobile devices

- 3.1. I will only use academy-owned mobile devices for business purposes.
- 3.2. I will only use personal mobile devices during out-of-school hours, including break and lunch times.
- 3.3. I will not use mobile devices to take images or videos of students or staff – I will seek permission from the Principal before any academy-owned mobile device is used to take images or recordings.
- 3.4. I will not use mobile devices to send inappropriate messages, images or recordings.
- 3.5. I will ensure that personal and academy-owned mobile devices do not contain any inappropriate or illegal content.
- 3.6. I will not access the Wi-Fi system using personal mobile devices, unless permission has been given by the Principal or ICT Technician.

- 3.7. I will not use personal and academy-owned mobile devices to communicate with students.
- 3.8. I will not use personal mobile devices to communicate with students or parents.
- 3.9. I will not store any images or videos of students, staff or parents on any mobile device unless consent has been sought from the individual(s) in the images or videos.
- 3.10. In line with the above, I will only process images or videos of students, staff or parents for the activities for which consent has been sought.
- 3.11. I will ensure that any academy data stored on personal mobile devices is encrypted and pseudonymised and give permission for the ICT Technician to erase and wipe data off my device if it is lost or as part of exit procedures.

4. Social media and online professionalism

- 4.1. If I am representing academy online, e.g. through blogging or on academy social media account, I will express neutral opinions and will not disclose any confidential information regarding academy, or any information that may affect its reputability.
- 4.2. I will not use any academy-owned mobile devices to access personal social networking sites, unless it is beneficial to the material being taught; I will gain permission from the Principal before accessing the site.
- 4.3. I will not communicate with students or parents over personal social networking sites.
- 4.4. I will not accept 'friend requests' from any students or parents over personal social networking sites.
- 4.5. I will ensure that I apply the necessary privacy settings to any social networking sites.
- 4.6. I will not publish any comments or posts about academy on any social networking sites which may affect academy's reputability.
- 4.7. I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of students, staff or parents, on any online website.
- 4.8. I will not post or upload any images and videos of students, staff or parents on any online website without consent from the individual(s) in the images or videos.

- 4.9. In line with the above, I will only post images or videos of students, staff or parents for the activities for which consent has been sought.
- 4.10. I will not give my home address, phone number, mobile number, social networking details or email addresses to students or parents – any contact with parents will be done through authorised academy contact channels.

5. Working at home

- 5.1. I will adhere to the principles of the GDPR when taking work home.
- 5.2. I will ensure I obtain permission from the Principal and data protection lead (DPL) before any personal data is transferred from an academy-owned device to a personal device.
- 5.3. I will ensure any data transferred from an academy-owned device to a personal device is encrypted or pseudonymised.
- 5.4. I will ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- 5.5. I will ensure my personal device has been assessed for security by the DPL and ICT Technician before it is used for lone-working.
- 5.6. I will ensure no unauthorised persons, such as family members or friends, access any personal devices used for lone-working.
- 5.7. I will act in accordance with academy's E-Security Policy when transporting academy equipment and data.

6. Training

- 6.1. I will ensure I participate in any e-safety or online training offered to me and will remain up-to-date with current developments in social media and the internet as a whole.
- 6.2. I will ensure that I allow the ICT Technician and DPL to undertake regular audits to identify any areas of need I may have in relation to training.
- 6.3. I will ensure I employ methods of good practice and act as a role model for colleagues when using the internet and other digital devices.
- 6.4. I will ensure that I deliver any training to colleagues as required.

7. Reporting misuse

- 7.1. I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the E-Safety Policy, e.g. to monitor students' and colleagues' internet usage.
- 7.2. I will ensure that I report any misuse by students, or by staff members breaching the procedures outlined in this agreement, to the Principal.
- 7.3. I understand that my use of the internet will be monitored by the ICT Technicians and recognise the consequences if I breach the terms of this agreement.
- 7.4. I understand that the Principal may decide to take disciplinary action against me in accordance with the Disciplinary Policy and Procedure, if I breach this agreement.

I certify that I have read and understood this agreement and ensure that I will abide by each principle.

Signed:

Date:

Print name:

On behalf of academy.

Signed:

Date:

Print name: