



FERNHURST PRIMARY SCHOOL STAFF ACCEPTABLE USE POLICY

As part of the requirements of The Trust Acceptable Users Policy, all staff must regularly sign an Acceptable Use Agreement.

All users are required to follow the conditions laid down in that policy. Any breach of these conditions may lead to withdrawal of or monitoring of the users access. In addition to this, there may be an investigation for the users use of services, and in some instances this may lead to disciplinary procedures or criminal prosecution.

All computers/laptops may be monitored on a regular basis.

Personal Responsibility:

Users are responsible for their behaviour and communications. It is their responsibility to ensure they take all reasonable steps to ensure compliance set out in this policy and The Trust Acceptable Users Policy (available to staff on the school server). Users must report any data breaches, misuse of the network and cloud facilities, including one drive, to the Headteacher or School Business Manager.

Users are expected to utilise the network systems and cloud facilities in a responsible manner.

Below is a set of rules for Fernhurst Primary School that must be complied with.

1. Users must not create, transmit, display or publish any material that is like to harass, cause offence, inconvenience or needless anxiety to any other person, or bring the School or The Trust into disrepute.
2. Users will use appropriate language – they will remember that they are a representative of the school on a global platform. Illegal activities of any kind are strictly forbidden.
3. Users will not use language that could be calculated to incite hatred against any ethnic, religious or other minority groups.
4. Passwords should be secure and not be shared with anyone else, displayed or used by any other individual. Where this is the case, passwords should be changed immediately or the School Business Manager should be contacted.
5. Never tell a child your password.

6. If you are aware of a breach of security with your password or account inform the School Business Manager immediately.
7. Passwords must contain a minimum of six characters and contain a mix of upper/lowercase letters and numbers. Passwords should not be easy to guess.
8. Only school provided laptops/computers should be used in school.
9. Only correspond with parents by using Eduspot or via the Office email address (office@fernhurst.w-sussex.sch.uk). Staff should not give out their school email address to parents or that of any other member of staff including the Headteacher.
10. Any emails sent containing personal data, where the person is identifiable, should be encrypted.
11. Check your emails regularly. Never open attachments from an untrusted source.
12. Staff should use one drive for storing information to be accessed off site. Other removable storage devices should not be used.
13. Do not reveal names of colleagues, pupils, others or any other confidential information acquired through your job on any social networking site or other online application.
14. On-line gambling or gaming is not allowed.
15. Staff must make sure that laptop/computer screens are locked when they are away from their workstations.
16. Any accidental data breaches, accessing of unsuitable websites and receipt of inappropriate materials must be reported to the School Business Manager.
17. The school allows staff to bring in personal mobile phones and devices for their own use during non-contact time or break times only.
18. During contact time personal devices should be on silent and put away beyond use.
19. Under no circumstances does the school allow a member of staff to contact a pupil or parent/carer using their personal device.
20. Personal mobile devices should not be used around children; in particular photographs and video should only be taken on school issued devices.
21. Staff must ensure parental permission for photographs has been obtained before publishing them on the school website or in any other media.

- 22. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- 23. On social media, do not accept friend request from pupils or ex-pupils under the age of 16, nor invite them to be friends. Consider very carefully who has access to your pages through friends or friends of friends - especially parents of pupils in school.

Full details can be found in The Trust Acceptable User Policy.

Staff User Agreement

As a school user of the network and ICT equipment, I agree to follow the rules as set out above.

I will use the network in a responsible manner and report any data breaches to the Headteacher or School Business Manager.

I agree to report any misuse of the network, one drive and ICT equipment and to report any websites that are available on the school internet that contain inappropriate material.

I understand that not following the rules may result in disciplinary action. I realise that staff under reasonable suspicion of misuse if these systems, may be placed under retrospective investigation or have their usage monitored.

Staff name.....

Signed..... Date.....