



KING WILLIAM'S COLLEGE

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# King William's College & The Buchan School

## Acceptable Use Policy

### Staff and Volunteers

The College reserves the right to amend this Acceptable Internet Use Policy, at any time, without notice. It is your responsibility to ensure that you remain current with such changes.

This Acceptable Internet Use Policy replaces and supersedes all previous versions.

Review Date: 03/19

Next Review: 03/21

IT Manager: David Butterworth (Interim IT Director)

Designated Person for Child Protection: Stuart Corrie (Deputy Head Pastoral)

## **King William's College & The Buchan School Acceptable Use Policy – Staff and Volunteers**

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 school. 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 William's College and The Buchan School 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 School 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 William's College and The Buchan School 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.

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

- 1.1 I understand that the College will monitor my use of ICT systems, email and other digital communications. Whilst the College respects the privacy of staff, where there is reason for concern, the College reserves the right to monitor and intercept e-mail communication.
- 1.2 I understand the rules set out in this agreement also apply to the use of the College ICT systems (e.g. laptops, email, Learning Platform etc.) out of the College.
- 1.3 I understand that the College 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 College. The use of school laptops for work out of school and at home is subject to all of the conditions of this policy, as if they were laptops permanently used in school. The need to use a laptop at home will be by agreement with your Line Manager, and periodic health checks of the device may be required by IT staff.
- 1.4 I will not disclose my username and password to anyone else, nor will I try to use any other person's username and password. If I feel that password security has been compromised, I will report this to the IT support staff and immediately change my password.
- 1.5 I will immediately report any illegal, inappropriate or harmful material/incident I become aware of to the appropriate person.

#### **2. I will be professional in my communications and actions when using school ICT systems:**

- 2.1 I will not access, copy, remove or otherwise alter any other user's files without their express permission.
- 2.2 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. Care must be taken with the overuse of capitalised words in email communication.
- 2.3 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 College's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless College equipment is not available. If I use my own device, the digital/video image must be uploaded on to the College system at the earliest

opportunity and deleted from my personal device. Where these images are published (e.g. on the College website) it will not be possible to identify by name, or other personal information, those who are featured.

- 2.4 I will not use College devices or hardware for the extensive storage of personal photographs.
- 2.5 I am aware that communications may be subject to a Subject Access Request under Data Protection legislation, and as such I will ensure that I am careful not to make any comments which I would not wish to be disclosed.
- 2.6 I will only use chat and social networking sites in College in accordance with the College's e-safety policy, and not make any posting which may bring the College into disrepute.
- 2.7 I will only communicate with students and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- 2.8 I will not engage in any on-line activity that may compromise my professional responsibilities.

**3. King William's College and The Buchan School have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- 3.1 When I use my personal hand held/external devices (PDAs/laptops/mobile phones/USB devices etc) in College, I will follow the rules set out in this agreement, in the same way as if I was using College equipment. I will also follow any additional rules set by the College about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- 3.2 The use of personal email on the College ICT systems is permitted but must be reasonable.
- 3.3 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. Any suspicious emails should be reported to ICT support immediately.
- 3.4 I will ensure that my data is stored on the servers to be regularly backed up (rather than just the desktop), in accordance with relevant policies.
- 3.5 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 legislation of Tynwald) 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.
- 3.6 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.
- 3.7 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 permitted by the IT Manager.
- 3.8 I will not disable or cause any damage to College equipment, or the equipment belonging to others.
- 3.9 I will only transport, hold, disclose or share personal information about myself or others as outlined in the Staff Data Protection Policy. Where personal data is transferred outside the secure College network, it must be encrypted.
- 3.10 I understand that the data protection policy requires that any staff or student 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. If I find that I have access to data not deemed necessary for my role, I will report this to the IT Manager.
- 3.11 I will immediately report any damage or faults involving equipment or software, however this may have happened.

**4. When using the Internet in my professional capacity or for school sanctioned personal use:**

- 4.1 I will ensure that I have permission to use the original work of others in my own work.
- 4.2 Where work is protected by copyright, I will not download or distribute copies (including music and videos). Please remember that all teaching material produced in the School environment is the intellectual property of King William's College and The Buchan School.
- 4.3 I understand that I am responsible for my actions in and out of the school.
- 4.4 I understand that this Acceptable Use Policy applies not only to my work and use of King William's College and The Buchan School ICT equipment in school, but also applies to my use

of school ICT systems and equipment out of the school and my use of personal equipment in the school or in situations related to my employment by the College.

- 4.5 I understand that if I fail to comply with this Acceptable Internet 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.

## 5. ICT Equipment

- 5.1 Any equipment issued to staff remains the property of the College and must be returned upon request.
- 5.2 Upon termination of employment at King William's College and The Buchan School, all College equipment must be returned and access to College email will be reviewed.

I have read and understand the above and agree to use the King William's College and The Buchan School ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer name: .....

Signed: .....

Date: .....

### **PROFESSIONAL RESPONSIBILITIES** **When using any form of ICT, including the Internet,** **in school and outside school**

#### **For your own protection we advise that you:**

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of pupils and/ or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, **both in school and outside school**, will not bring your organisation or professional role into disrepute.

You have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation.