Bath & Wells
Multi Academy Trust

ICT Acceptable Use Policy for Staff, Contractors and Volunteers

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1. Scope

1.1 The scope of this acceptable use policy is intended to ensure:

- That staff, contractors, agency workers and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That Trust and School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of technology in their everyday work.

1.2 The Trust and its Schools will ensure that staff and volunteers will have access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

1.3 In order to access digital technologies provided by the Bath & Wells Multi Academy Trust staff, contractors, agency workers and volunteers must agree to this acceptable use policy.

2. Acceptable Use Policy Agreement

2.1 I understand that I must use Trust systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of technology for enhancing learning and will ensure that students/pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

2.2 For my professional and personal safety I understand that:

- The Trust and its Schools will monitor my use of the school technology and communications systems.
- Each of the statements set out in this agreement also apply to use of Trust systems (e.g. laptops, email, virtual learning etc.) out of work settings, and to the secure transfer of personal data (digital or paper based) out of Trust systems.
- The Trust technology systems are intended for educational and administrative use and that I will only not use the systems for personal or recreational use.
- I may only use a personal device within schools for recreational use with agreement of my head teacher or line manager, at appropriate designated times and in appropriate designated areas.
- The Trust will block or restrict access to personal accounts where technologies can be used to extract data from the organisation.
- I will not disclose my username, password or multi factor authentication details to anyone else, nor will I try to use any other person's username and password. I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate designated safeguarding lead and Trust ICT Manager.

2.3 In my professional communications and actions using Trust digital systems I will:

- Ensure I do not access, copy, remove or otherwise alter any other user's files, without their express permission.
- Communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- Ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the Trust and school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have written permission to do so. Where these images are published (e.g. on the school website and remote/virtual learning environment) it will not be possible to identify by name, or other personal information, those who are featured.

- Use social networking sites in and outside of school/my work in accordance with the Trust social media policy.
- Communicate with students/pupils and parents/carers using official Trust or school systems. Any such communication will be professional in tone and manner. Use of personal accounts is prohibited and may be subject to disciplinary action.
- Ensure that I do not engage in any on-line activity that may compromise my professional responsibilities.
- Maintain the reputation of the Trust and its schools.
- Ensure that I only share documents, calendars and information when appropriate and that I will review my own shared documents and calendars on a monthly basis.

2.4 The Trust have the responsibility to provide safe and secure access to technologies and ensure the availability of the systems for Schools within the Bath & Wells Multi Academy Trust. I will ensure that:

- When I use my personal mobile devices to access Trust systems, I will follow the statements set out in this agreement and the 'Bring Your Own Device Policy', in the same way as if I was using Trust equipment.
- I accept that the Trust ICT team enforce minimum technical requirements on access via personal devices. A list of these requirements is found in the 'Bring Your Own Device Policy'.
- I understand that I do not have a right to access School information on personal devices and the Trust and its Schools may remove access at any time.
- If I am using a Trust owned device the Trust may block and/or wipe the Trust owned device from accessing information at any time should it not comply with the Trust ICT Security Policy.
- I do not use personal email addresses, social media accounts or storage accounts on school owned digital devices (Computers/Tables/Interactive Boards).
- I do not open any hyperlinks or any attachments to emails, unless the source is known and trusted. If I have any concerns about the validity of an email (due to the risk of the attachment containing viruses or other harmful programmes) I will report these to the Trust ICT Team at servicedesk@bwmat.org.
- I am responsible for ensuring that information is stored in an appropriate area (OneDrive/SharePoint) so that it is backed up. The Trust are not responsible for any data loss that should I not store information in these systems.
- I understand that all USB storage drives must be encrypted using the Trust's encryption system (Bitlocker) before they can be used.
- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate material that 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 do not (unless I have permission) make large downloads or uploads above 10GB 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 or run applications or programmes of any type on a Trust owned digital device (Computers/Tables/Interactive Boards), or store programmes on a computer that have not been approved by the Trust ICT Team. All School software is either automatically installed or available through the 'Company portal' app.
- I will not disable or cause any damage to Trust digital equipment, or equipment belonging to others.
- Where damage to Trust digital equipment is the result of my own personal negligence I will be liable for the cost of repair and or replacement at the discretion of my line manager.
- I only transport, hold, disclose or share personal information about myself or others, as outlined in the Trust Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted with a programme of the Trust's choice (Email Encryption using Office 365, Bitlocker using Windows devices). Paper based documents containing personal data must be held in lockable and secured storage.
- I understand that the Trust data protection policy requires that any staff or student/pupil 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 school/Trust policy to disclose such information to an appropriate authority.
- I immediately report any damage or faults involving equipment or software, however this may have happened to the Trust Service Desk (servicedesk@bwmat.org)
- 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).

2.5 I am responsible for my actions in and out of schools and my work. I understand

- That this acceptable use policy applies not only to my work and use of school/Trust digital technology equipment in school, but also applies to:
    - My use of Trust systems and equipment away from premises
    - My use of personal equipment on Trust premises or in any situation related to my employment by the Trust.
- That if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors/Directors/Trust 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 Trust digital technology systems (both in and out of school and workplace) as defined by this policy.

I understand that by using Trust systems I agree to this policy and I will not be able to perform my duties if I do not agree to and accept this policy.

The following policies are referenced in this document:

- Trust Bring Your Own Device Policy
- Trust ICT Security Policy
- Trust Social Media Policy
- Trust Online Safety Policy