

Rhiwbeina Primary School

Acceptable use agreement for staff



Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure that:

- You responsibly stay safe while online ensuring that you are a good role model for younger users.
- Effective systems are in place in school (Firewalls and Equipment Policies) for the online safety of all users and the security of devices, systems, images, personal devices and data.
- You are aware of and can protect yourself from potential risk while using online technologies.

For my professional and personal safety I understand that:

- I will ensure that my on-line activity does not compromise my professional responsibilities, nor bring the school into disrepute.
- My use of technology will be monitored.
- When communicating professionally I will use the technology provided by school (eg School provided email via HWB)
- These rules also apply when using the school's technology either at home (laptops/iPads) or away from the school site.
- Personal use of school technology is only acceptable with permission.
- The use of personal social media profiles to discuss or disseminate any school information is prohibited under this agreement.

For the safety of others:

- I will not access, copy, remove or otherwise alter any other user's files, without authorisation.
- I will communicate with others in a professional manner.
- I will share other's personal data only with their permission.
- I understand that any images I publish will be with the owner's permission and follow the school's code of practice, and be in line with latest GDPR and Data Protection Policy.
- I will only use school equipment to record any digital and video images.
- Use of my own equipment to record children or school images is prohibited.

For the safety of the school, I understand that:

- I will not try to access anything illegal, harmful or inappropriate.
- It is my responsibility to immediately report any illegal, harmful or inappropriate incident to the IT Manager.
- I will not share my online personal information (eg social networking profiles) with the children and young people in my care
- I will not deliberately bypass any systems designed to keep school safe.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Personal Data Policy and in line with GDPR. Where personal data leaves the school site, it must be encrypted using the school supplied encrypted drive.
- I understand that data protection policy and latest GDPR require that any personal 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 a school policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users should always be confidential.
- I will not download anything that I do not have the right to use.
- I will inform the IT Manager if I find any damage or faults with technology.
- I will not attempt to install programmes of any type on the devices belonging to the school, without permission.

Staff Name

Signed

Date