



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

Online Safety – Acceptable Usage Policy for Staff and Governors

ICT and the related technologies such as email, the Internet, social networking sites and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all staff and governors are aware of their individual responsibilities when using technology. All staff members and governors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

Acceptable Usage Agreement

Please read this agreement and sign in the space provided below.

I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.

I understand that the school will monitor my use of the school digital technology and communications systems, including any personal and private communications made using school systems. I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.

I will not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form.

I will not be involved with any online activities, either within or outside school that may bring the school, staff, children or wider members into disrepute. This includes derogatory/inflammatory comments made on social network sites, forums and chat rooms.

I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.

I will respect copyright and intellectual property rights.

I will not open any hyperlinks in emails or any email attachments, unless the source is known and trusted, if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).

I will ensure that all electronic communications with children and other adults are appropriate. I will use only the specified acceptable and permissible modes of communication, i.e. my school email/Office 365 account (@stbedeslytham.lancs.sch.uk) or the school's VLE (Firefly) to communicate with children and other adults.

I will not place a forwarding rule on my Office 365 account or forward any items sent to my school email account or shared with me via Office 365 to another business, professional or personal email account. Any files and folders sent or shared with me via Office 365 will be stored in my account using One Drive or another designated secure drive provided by the school. I will not download any sensitive or confidential files and folders, sent or shared with me via Office 365, to my personal device. I will only use my Office 365 account in my role as a member of staff or governor at Saint Bede's Catholic High School and not for any other business, professional or personal purpose.

I will not use the school system(s) for personal use during working hours.

I will not install any hardware or software without the prior permission of the Network Manager.

I understand that personal data can only be stored on school equipment. Personal equipment, including that owned by myself, my family or friends and including personal cloud storage accounts and personal email accounts, must not be used for the storage or transfer of personal data.

I will ensure that personal data, digital and paper, is kept secure at all times and is used appropriately in accordance with data protection legislation.

I will not store personal data on portable devices (USB sticks, external hard drives, tablets, laptops, etc.)

I will not connect portable storage devices (USB sticks, external hard drives, mobile phones, tablets) to any school network device.

I will ensure that images of children and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.

I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.

I will report any known misuses of technology, including the unacceptable behaviours of others.

I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.

I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.

I have a duty to protect passwords and personal network logins. I will lock my device or log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable. I will not share my password.

I will not engage in any online activity that may compromise my professional responsibilities.

I will take responsibility for reading and upholding the standards laid out in this AUP. I will support and promote the school's online safety policy and help children to be safe and responsible in their use of ICT and related technologies, including monitoring their use of ICT and mobile devices when in my classroom/lesson.

I will adhere to the guidelines set out in the Lancashire County Council document 'Policy on the Use of Social Networking Sites and Other Forms of Social Media', Saint Bede's Online Safety Policy and Saint Bede's Code of Conduct.

I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

User Signature

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Full Name	
Position/Role	
Signature	
Date	