THE DEAN TRUST
Believe Achieve Succeed

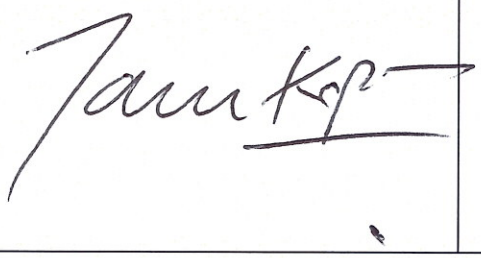
IT ACCEPTABLE USE POLICY

ALL STAFF, GOVERNORS AND EXTERNAL CONTRACTORS, ACCESSING THE SCHOOL NETWORK ON SITE OR REMOTELY

(COMPUTERS, INTERNET, EMAIL AND MOBILE DEVICES)

CENTRAL POLICY

Version and Date		Action/Notes
1.0	December 2015	Policy updated
2.0	August 2016	Policy updated ready for approval December 2017
3.0	April 2017	Policy reviewed
4.0	March 2018	New GDPR legislation due out in May – extension to validity period requested

Policy Reviewed:	April 2017
Policy Review Frequency:	Annually
Next Review:	April 2018 ** extended to Sept 2018
Signature of CEO: 	**Signature of Chairman of Trustees:**

Change Control
Change control and revision history available upon request

Acceptable Use Policy Statement
The Dean Trust promotes the positive use of technology in school and assists in developing pupils knowledge and understanding of digital devices and the Internet. We ensure that our Trust IT networks are robust and resilient and staff have a duty of care to safeguard pupils when using technology in any of our schools. Any misuse of technology by a pupil or member of staff must be reported to the IT department (if the misuse requires repair) or the Designated Safeguarding Officer if misuse causes a safeguarding concern, so an investigation can take place.

This is the Acceptable Use Policy (AUP) for our Trust. It highlights the do's/don'ts of using all technology across our schools and shows how we want staff to behave when using IT. The AUP covers the following legislation:

- Malicious Communications Act 1988
- Data Protection Act 1998
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

Please read carefully and sign at the bottom to show you agree to these terms.

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Using Technology in School

- I will only use school IT systems, external logins and email for school related purposes. Other use will be with the permission of a SLT member.
- I will monitor the use of all IT in school and report any inappropriate use by pupils or staff, which raises a safeguarding concern, to the Designated Safeguarding Officer (DSO) or IT Department.
- I will not search for, view, download, upload or transmit any material, which could be considered illegal, offensive, extremist, defamatory or copyright infringing.

Security, Passwords & Copyright

- I will not divulge any school related passwords and I will comply with school IT security procedures.
- I will use school email systems for school related communications. I will not use personal accounts for school business.
- I will ensure that personal data is stored securely and in line with the Data Protection Act. I will follow school policy with regard to external logins, encrypted data and not storing school material on personal IT equipment unless stated otherwise.
- I will not install software onto the network or mobile devices unless supervised by the Network Manager or IT support staff.

Social Media

- I must maintain my professionalism at all times when using personal social media and not bring the school or my profession into disrepute by posting unsuitable comments or media when using these sites.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will only use authorised school social media accounts to post information to pupils or parents.

Mobile Technologies

- I will ensure that my mobile phone and any other personally owned device is switched off or switched to 'silent' mode, when I have directed time with pupils.
- I will not contact any parents or pupils on my personally owned device.
- I will not use any personally owned mobile device to take images, video or sound recordings.
- In line with the Bring Your Own Device (BYOD) policy, I will ensure that all school data on personal devices is password protected and that I have agreed for the IT support staff to erase and wipe school related data off my device, if it is lost and/or as part of my exit strategy.

Online Professionalism

- I am aware that all network and Internet activity is logged and monitored and that the logs are available to SLT in the event of allegations of misconduct.
- I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos, of pupils, parents or staff on social media or websites in any way which might bring the school into disrepute
- I will make sure that my Internet presence does not bring the teaching profession into disrepute and that I behave online in line with the Teacher Standards (2012) and other guidelines from the Department for Education.
- I will champion the school's e-safety policy and be a role model for positive and responsible behaviour on the school network and the Internet.
- I will not give my home address, phone number, mobile number, personal social networking details or email address to pupils. All communication with parents should be done by authorised school contact channels.
- Photographs of staff, pupils and any other members of the school community will not be used outside of the internal school IT network unless written permission has been granted by the subject of the photograph or their parent/guardian. I will ask the permission of the Headteacher (on site) or the proprietor of the building (off site) prior to taking any photographs.

Signed: _____

Name: _____

Date: _____