



Oswald Road Primary School

Device and Technology Acceptable Use Agreement Policy

Date of approval	September 26
Date of review	September 28
Headteacher	Deborah Howard
Chair of Governors	Peter Martin

Whilst our school promotes the use of technology or devices and understands the positive effects they can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology and devices appropriately. Any misuse of technology and devices will not be taken lightly and will be reported to the Headteacher or Deputy Headteachers in order for any necessary further action to be taken.

This agreement outlines staff members' responsibilities when using technology and devices, both school-owned and personal, and applies to all staff, volunteers, contractors and visitors.

The school may undertake monitoring activities of employees to ensure the quality and quantity of work. The school will ensure that any monitoring activities undertaken are lawful and fair to workers, as well as meet data protection requirements.

If any monitoring activities are undertaken, then the school will ensure that employees are made aware of the nature, reasons, and extent of the monitoring, that the monitoring has a clearly defined purpose, and that it is as unintrusive as possible to the employees.

Information which is gathered from monitoring activities must have a lawful basis. The school understands rights and the private lives of workers, particularly as remote working excessive monitoring can have adverse impacts continues to become more common, that excessive monitoring can have adverse impacts on data protection rights and the private lives of workers, particularly as remote working continues to become more common.

The school will ensure that the monitoring of workers is necessary for the identified reasons. The school will also ensure that all suitable safety checks are carried out prior to monitoring activities.

Acceptable Use Agreement

Data protection and cyber-security

I will:

- Use technology and devices, including the use and storage of personal data, in line with data protection legislation, including the Data Protection Act 2018 and UK GDPR.
- Follow the school's Data Protection Policy and any other relevant school policies and procedures.

I will not:

- Attempt to bypass any filtering, monitoring and security systems.
- Share school-related passwords with pupils, staff, parents or others unless permission has been given for me to do so.

Using technology in school

I will:

- Follow the Staff Code of Conduct Policy
- Only use ICT systems which I have been permitted to use.
- Ensure I obtain permission prior to accessing materials from unapproved sources.
- Only use the internet for personal use during out-of-school hours, including break and lunch time.

- School recommends no use of removable media. Where permission is given for it to be used, it must be securely stored.

I will not:

- Install any software onto school ICT systems unless instructed to do so by the Headteacher. or ICT technician.
- Search for, view, download, upload or transmit any inappropriate material when using the internet.

Emails

I will:

- Only use the approved email accounts that have been provided to me when sending communications regarding school business.
- Ensure any personal information that is being sent via email is only sent to the relevant people and is appropriately protected.

I will not:

- Use personal emails to send and/or receive school-related personal data or information, including sensitive information.
- Use personal email accounts to contact pupils or parents.

School-owned devices

I will:

- Only use school-owned devices for the purpose of carrying out my school responsibilities.
- Only access appropriate websites and apps.
- Understand that the usage of my school-owned devices will be monitored.
- Keep my school-owned devices with me or stored securely at all times.
- Transport school-owned devices safely.
- Provide suitable care for my school-owned devices at all times.
- Only communicate with pupils and parents on school-owned devices using appropriate channels.
- Ensure I install and update security software on school-owned devices as directed by the ICT technician.
- The Headteacher gives permission for appropriate photographs and videos to be stored securely on school-owned devices of pupils, parents, staff and visitors (for example on school iPads).
- Immediately report any damage or loss of my school-owned devices to the ICT technician.
- Immediately report any security issues, such as downloading a virus, to the Headteacher or ICT technician.
- Understand that I am expected to pay an excess for any repair or replacements costs where the device was damaged or lost as a result of my own negligence.
- Make arrangements to return school-owned devices to the School Business team upon the end of my employment at the school.

I will not:

- Permit any other individual to use my school-owned devices without my supervision, unless otherwise agreed by the Headteacher.
- Install any software onto school-owned devices unless instructed to do so by the Headteacher or ICT technician.
- Use school-owned devices to send inappropriate messages, images, videos or other content.
- Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content.
- Use school-owned devices to access personal social media accounts.

Personal devices

I will:

- Only use personal devices during out-of-school hours, including break and lunch times.
- Ensure personal devices are either switched off or set to silent mode during school hours, unless previously agreed by Senior Leadership Team.
- Store personal devices appropriately during school hours, e.g. a cupboard in the classroom.
- Understand that I am liable for any loss, theft or damage to my personal devices.

I will not:

- Use personal devices to communicate with pupils or parents.
- Use personal devices to take photographs or videos of pupils or staff.
- Store any school-related information on personal devices unless permission to do so has been given by the Headteacher.

Social media and online professionalism

I will:

- Follow the school's Staff Code of Conduct.
- Understand that I am representing the school and behave appropriately when posting on school social media accounts.
- Ensure I apply necessary privacy settings to social media accounts.

I will not:

- Communicate with pupils or parents over personal social media accounts.
- Accept 'friend' or 'follow' requests from any pupils or parents over personal social media accounts.
- Post any comments or posts about the school on any social media platforms or other online platforms which may affect the school's reputability.
- Post any defamatory, objectionable, copyright-infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- Post or upload any images and videos of pupils, staff or parents on any online website without consent from the individuals in the images or videos.

- Give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

It is understood that staff may be friends with parents/carers ahead of starting at the school or via being part of local / community clubs. Where this is the case, this should be shared openly and school business should not be discussed on any occasion.

Working from home

I will:

- Use Google Drive or Remote Access where needed
- Ensure I obtain permission from the Headteacher before any personal data is transferred from a school-owned device to a personal device.
- Ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- Ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- Ensure no unauthorised persons, such as family members or friends, access any personal devices used for home working.

Training

I will:

- Participate in any relevant training offered to me, including cyber-security and online safety.
- Allow any relevant staff member to undertake regular audits where applicable to identify any areas of need I may have in relation to training.
- Employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
- Deliver any training to pupils as required.

Reporting misuse

I will:

- Report any misuse by pupils or staff members breaching the procedures outlined in this agreement to the Headteacher or Deputy Headteachers.
- Understand that my use of the internet will be monitored by the ICT technician and recognise the consequences if I breach the terms of this agreement.
- Understand that the Headteacher may decide to take disciplinary action against me, in accordance with the Disciplinary Policy and Procedure, if I breach this agreement.

Monitoring workers

I understand that:

- The school will notify employees when monitoring takes place and that the school will clearly explain what personal information of mine is collected and how it's utilised and maintained.
- Monitoring is often used for security purposes, managing employees' performance, and monitoring sickness and attendance.
- Monitoring technologies include, but aren't limited to, camera surveillance, webcams, technologies for timekeeping and keyboard activity, internet activity trackers, and audio recording.
- Personal data relating to myself which is collected from monitoring activities is securely kept and protected and isn't kept for any longer than necessary by the school.
- The school will factor in increased expectations of privacy if I work from home.
- The school will conduct its monitoring activities in a way that's fair and reasonably expected.
- The school will conduct its monitoring activities with transparency, clearly explaining how and why they process my information.
- The school will conduct its monitoring activities in a way that's accountable and compliant with UK GDPR.
- I can object to having my personal information collected and processed if the lawful basis which the school is relying on is a public task or legitimate interests based on my personal situation.
- The school may refuse to comply with the objection if they can demonstrate that the monitoring is for legitimate interests which override my interests, rights, and freedoms, or that the monitoring is for establishment, exercise, or defence of legal claims.
- Tools for monitoring workers continue to become increasingly sophisticated, and that the school will inform me if they choose to use solely automated processes for monitoring activities.
- I can access the information collected by the school by making a subject access request (SAR).
- The school will carry out a data protection impact assessment (DPIA) prior to undertaking their monitoring activities. Completing a DPIA identifies and minimises any potential risks that come with monitoring activities.

Agreement – certifying this is read and understood is signed for within school's induction pack