



Eynesbury Church of England Primary School
Acceptable Internet Use Agreement
2022/2023



This acceptable use policy is for employees, governors, volunteers and visitors to ensure safe and acceptable use of technology for the use of communication for education and personal use, including but not limited to: IT software, internet, email, social media, via laptops, PCs, tablets, mobile phones and other mobile devices and lists the responsibilities they have in ensuring any form of communication using technology that they use in their role is used appropriately and in line with GDPR rules.

Eynesbury Church of England Primary School will try to ensure that everyone has good access to IT to enhance their role and to be able to provide the relevant learning opportunities for pupils.

Employees, governors, volunteers and visitors must ensure:

- That all technology devices have password/encryption facilities installed, for mobiles this must be a minimum of a 4 digit passcode.
- They do not disclose or share any passwords provided for their use to others and will not attempt to gain access to anyone else's passwords. Passwords will not be written down and kept where anyone else can gain access to them.
- They do not install any hardware or software on any school-owned device without the schools permission.
- They are using a school email address for any correspondence they send in relation to their role in the school. That they do not reply to email addresses from colleagues, governors, external professionals, local authorities or businesses that end in hotmail/googlemail/yahoo etc unless it is to an individual outside of the school for example a parent/carer, job applicant or similar.
- Ensure all data is kept secure and used appropriately as authorised by the school
- They ensure that any emails with attachments that contain personal or sensitive data are encrypted or are saved onto a secure shared site giving the link to where it can be accessed.
- They know where any school owned device is at all times and are responsible for ensuring it is securely stored when not in use for any item that is allocated to them for use in their role. Laptops/mobile devices that are taken off-site must be stored out of site securely. If left in a vehicle they must not be left in view but stored in the boot and the vehicle locked.
- They do not use school technology for personal use.
- They do not use personal technology/devices for school use at any time unless with the express permission of the Headteacher or Deputy Headteacher. The only exception to this would be at Forest School, on school trips or off site education or if the only means of calling the emergency services to an incident is by using a personal mobile phone to do so.
- They do not use/duplicate/remove or amend anyone else's documents without their prior permission.
- They do not download, copy or distribute anything that is protected by copyright.
- They maintain professional boundaries when using the internet and social media for personal use. That when posting on personal forums/social media that there is the understanding that the use of any comments or photos regardless of whether they are positive or negative can be shared with others (parents, pupils, colleagues) and this could lead to losing control of who sees them or a misinterpretation of what was written, this could then bring your professional role and workplace into disrepute.

- They do not participate in communicating with pupils outside of their role when using work or personal technology/devices for the use of social media, texting and calling. It is important to ensure that a professional relationship is adhered to at all times to prevent any misinterpretation of any actions made.
- That no personal details are exchanged with pupils that would allow contact directly via personal email, telephone, address.
- They do not use school equipment to upload, download any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or anything that is inappropriate or may cause harm or distress to others.
- That personal mobile phones must not be used in schools where children are present. Mobile phones should be away during school hours but can be used when on a break away from pupils.
- All communications with pupils must be via the school's internal network
- They report any incidents of concern regarding social media misuse to their line manager in the first instance, this includes but is not limited to illegal, inappropriate or harmful material.
- That if any work device (laptop/mobile phone/Ipad or similar) is stolen it must be reported to the Headteacher or Deputy Headteacher **immediately** as this is considered a breach under GDPR and will need reporting within 72 hours.
- They agree to be responsible users at all times and understand that they are responsible for their actions and misuse or failure to comply with this policy could result in disciplinary action of a verbal, written warning, suspension, and the involvement of the police in the event of illegal activity. The Headteacher or Deputy Headteacher and the school's DPO will be notified of any misuse. All, must understand that the school will monitor the use of ICT systems including email and other digital communications.

Employees, governors, volunteers and visitors are asked to sign and date the form below to confirm they have received a copy of the Acceptable Use Policy for Employees, Governors and Visitors and have read and agree to adhere to it.

Agreement to adhere to the Acceptable Use Policy:

- I confirm that I have received a copy, read and understand that I must adhere with the above policy and understand that any breach could result in disciplinary action.
- I will **immediately** report the loss of any equipment covered by this policy to the Headteacher or Deputy Headteacher at Eynesbury Church of England Primary School.
- I will report any incidents of concern regarding misuse of technology/software/social media to my line manager in the first instance.
- I understand that Eynesbury Church of England Primary School will monitor the use of ICT systems including email and other digital communications.

Name: _____

Signed: _____

Position: _____

Date: _____