



The Cam Academy Trust
IT ACCEPTABLE USE – PUPIL POLICY

Approved in consultation with the Audit & Risk Committee on behalf of the Trust Board.	29th June 2022
Reviewed without changes:	
Date of next review:	May 2024
Responsible Officer:	Director of IT Strategy
Category – 1	Version – 4

IT is an integral part of the way our schools work, and is a critical resource for pupils, teaching and support staff, Trust staff, governors, Trustees, volunteers and visitors. IT supports teaching and learning, pastoral and administrative functions within our schools.

This Acceptable Use Policy is intended to ensure:

- That teaching and support staff, Trust staff, governors, Trustees, volunteers and visitors, will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That each school's IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That all staff within our schools are protected from potential risk in their use of IT in their everyday work.

The Trust will try to ensure that teaching and support staff, Trust staff, governors, Trustees, volunteers and visitors, within each of its schools will have good access to IT to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff, governors and volunteers to agree to be responsible users.

The Trust IT Acceptable Use – Staff policy must be read in conjunction with other relevant Trust and school policies including (but not limited to) Data Protection, Remote Online Working Guidelines, Guidelines for the Delivery of Live Sessions Staff, Guidelines for Attending Live Sessions Students and Pupil Discipline and Behaviour, Safeguarding and Child Protection.

A list of the relevant Trust policies and policy frameworks can be found at <https://www.catrust.co.uk/key-information/policies>

Definitions

“IT facilities”: includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the IT service



“Users”: anyone authorised by the school to use the IT facilities, including governors, staff, pupils and volunteers

“Personal use”: any use or activity not directly related to the users’ employment, study or purpose

“Materials”: files and data created using the IT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites, and blogs

Acceptable Use Policy Agreement

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users. I recognise the value of the use of IT for supporting and enhancing learning and will ensure that pupils receive opportunities to gain from the use of IT. I will, where relevant, educate the young people in my care in the safe use of IT and embed online safety in my work with young people.

I am aware that this Acceptable Use Policy does not provide an exhaustive list, however I will ensure that my use of technology is consistent with school ethos, the relevant Trust and school policies, national and local education and child protection guidance, and the law.

System Security:

- I will not leave any information system unattended without first logging out or securing/locking access.
- I will use a ‘strong’ password to access school systems. (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system).
- I understand that the rules set out in this agreement also apply to use of school IT systems (e.g. any MIS, Microsoft 365, theCATalogue etc.) out of school or working remotely.
- I understand that any device issued to staff (e.g. laptop, tablet or iPad etc.) is for the sole use of the member of staff it was issued to.
- I understand that I should not download programmes to my desktop or laptop that have not been authorised by IT Support.
- I understand that I may download apps from the Apple App store with my own Apple ID.
- I understand that I must not remove, circumvent, or attempt to inhibit any software placed on school devices that is required by the school for network compliance or security.
- I understand that I must not attempt to bypass any filtering and/or security systems put in place by the school.
- I understand that the school IT systems are primarily intended for educational use and that I will only use the systems for personal use within the policies and rules set down by this policy.
- I understand that the Trust accepts no liability for loss of any personal photographs, files or other information stored on school devices.



- I will not disclose my username or password to anyone else, unless requested to by IT Support for technical support nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person.
- I will not click on any links when receiving emails that ask for personal or school data. I will report these to IT Support via the "Report Phishing" button within Outlook.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I understand I am responsible for ensuring that my data is regularly backed up.
- I will not access, copy, remove or otherwise alter any other user's files without their express permission.
- I will take reasonable and appropriate steps to ensure that school provided equipment is looked after to avoid damage, loss or destruction
- I will report any damage or faults involving equipment or software, however this may have happened, as soon as I am able to.
- When I use my personal devices (laptops / mobile phones / tablets / USB devices etc.) in school or in conjunction with school IT facilities, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses. *All breakages or loss of staff PMDs or the data therein are not the responsibility of the school or the Trust.*
- I understand that the school may monitor my use of the IT facilities; this includes the use of any school device whilst away from school premises.
- I understand that the school may request the return of any equipment for any reason at any time by giving appropriate notice.
- I understand that if I leave the employment of the school, I must return all IT equipment by the leaving date.

Data Protection

- I am aware of my responsibilities under Data Protection legislation (including GDPR) regarding personal data of pupils, staff and parents/carers.
- I understand I should use designated school software such as SIMS, Bromcom, Go4Schools, ScholarPack or other proprietary software to view personal pupil information, wherever possible to ensure security of information.
- I am aware that all data and communications (including but not limited to emails, chats and files) created or received as part of my school role may be subject to disclosure in response to a request for information under the Freedom of Information Act 2000 or a Subject Access Request under the Data Protection Act 2018.
- I will ensure that all communications, especially regarding pupils, are appropriate and of a professional nature.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video

images. I understand that if I need to use personal equipment to record images, they must be uploaded to OneDrive within the Trust Microsoft Office 365 platform as soon as it is possible and any copies on my own device must be deleted. Where these images are published it will not be possible to identify by name, or other personal information, those who are featured.

- I will only transport, hold, disclose or share personal information about others, or myself as outlined in the relevant Trust policies. Where personal or sensitive data is transferred outside the secure school network or Microsoft 365 (e.g. on USB devices), it must be encrypted.
- I will only use the Trust approved secure cloud storage facilities, Microsoft OneDrive for Business and SharePoint/theCATalogue. I understand that all other cloud storage solutions are not to be used.
- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download, share or distribute copies (including music and videos).

Safeguarding:

- I understand that I am expected to immediately report any illegal, inappropriate or harmful material or incidents I become aware of to the Designated Safeguarding Lead.
- I am aware that any queries or questions regarding safe and professional practice online either in school or off site should be raised with the Designated Safeguarding Lead or the Headteacher.
- I will not try to upload, download, or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not knowingly use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will only use social networking sites in school in accordance with the school's policies/guidance.
- I will ensure all communications with students and parents/carers will only use official school systems, be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries
- I will not engage in any on-line activity that may compromise my professional responsibilities.

Remote Online Working:

I understand that if I am delivering learning remotely:

- I must not have 1:1 audio or video meetings with pupils unless they have been approved with the Headteacher and an appropriate safeguarding risk assessment has taken place and is documented.
- I understand that I can be visible in any live lesson delivered online or in any resource that is pre-recorded, if I want to. If doing so, I should follow the



expectations referred to in the Remote Online Working Guidelines and Guidelines for the Delivery of Live Sessions Staff.

- I must only communicate with pupils and parents / carers using official school systems or systems that have been approved by the Headteacher or senior leadership team.
- I must not use personal emails or non-school sanctioned social media to carry out any contact with pupils and parents.
- I understand that any use of personal phones to contact parents or pupils must be part of a school-sanctioned initiative and I must use 141 to withhold the number, unless approved by the Headteacher and an appropriate safeguarding risk assessment has taken place and is documented.
- I understand that all communication will be professional in tone and manner.
- I must ensure I use school devices over personal devices wherever possible. If using personal devices, please use Trust approved web-based IT systems such as Microsoft 365 or theCATalogue. Please ensure that personal details, such as usernames and passwords, are not saved on logon pages such as email, Go for Schools or Microsoft 365.
- I must not engage in any online activity that may compromise my professional responsibilities or cause embarrassment to the school or the Trust.
- I understand that all staff communications should be within school hours as much as possible (or hours agreed with the school to suit the needs of staff).
- I will not use systems outside of Trust approved IT environment, without seeking approval from the Headteacher and Trust Director of IT Strategy and an appropriate safeguarding risk assessment has taken place and is documented.
- If attending online meetings with colleagues or delivering online learning I must:
 - Behave in a professional manner,
 - Dress appropriately,
 - Be in an appropriate space for the meeting or blur backgrounds,
 - Try to avoid interruptions etc.
- When planning online activities, I will consider carefully
 - Pupil access to IT and internet,
 - Home internet content filtering systems,
 - Bandwidth demands of the work being set,
 - Costs that may be incurred by parents/carers when pupils are accessing work, i.e., video streaming or downloading resources,
- I will report any behavioural incidents according to the guidelines set out in the school behaviour policy.
- I will report any safeguarding incidents or potential concerns according to the guidelines set out in the school safeguarding policy.



Staff Agreement

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school IT equipment in school, but also to my use of school IT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and in the event of illegal activities, the involvement of the police.

I have read and understand the policy and agree to follow these guidelines when:

- I use the school IT systems and equipment (both in and out of school)
- I use my own equipment in school
- I use my own equipment out of school in a way that is related to me being a member of this school e.g., communicating with other members of the school community, accessing school email or online resources, theCATalogue, etc.

Name of Member of Staff

Position/ Dept.

Signed

Date