



CORNWALL EDUCATION
LEARNING TRUST

IT Acceptable Use Policy – Staff and Volunteers

Author: **Chief Information Officer**
Adopted by (body): **Full Board Trustees**
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Version 2.0

IT & Media Acceptable Use Policy – Staff (including Directors and Volunteers)

The Trust and its academies provide a range of technologies (hereby referred to as “Information Services”) including PC’s, Laptops, Wired and Wireless Networks, Telecommunications, Email and Applications, to support teaching and learning. These technologies offer access to a vast amount of information which can be either locally stored, or available on remote networks such as the Internet.

Information Services are provided and maintained for the benefit of all Cornwall Education Learning Trust Users (students, staff and visitors), and are intended to be freely available by all. It is a user’s responsibility to access and use Information Services appropriately and only to aid teaching or learning, not for excessive recreation or personal gain. Access to Information Services must be within UK Law and specifically adhere to the terms set out in this policy.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that academy Information Services systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of Information Services in their everyday work.
- The academy will try to ensure that staff and volunteers will have good access to Information Services to enhance their work, to enhance learning opportunities for students’ learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

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

For my professional and personal safety:

- I understand that the academy will monitor the use of its Information Services, including email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of academy Information Services outside of the academy.
- I understand that the academy Information Services are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the academy.
- I will not disclose my username or password to anyone else, 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 that I become aware of, to the Chief Information Officer (MBraham@celtrust.org) or the Academy Headteacher.

I will be professional in my communications and actions when using academy Information Services systems:

- I will not access, copy, remove or otherwise alter any other user’s files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- 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 academy’s policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so.
- I will only use chat and social networking sites in the academy in accordance with the academy’s policies. Use of social networking outside of academy will be in line with professional standards and not bring the academy or myself in to disrepute. I will not add current students as ‘friends’ or communicate privately with them on social networking sites. (The exception to this type of communication will be any academy-based / approved public profiles where communication is not ‘private’)
- I will not communicate with students and parents/carers using personal email or social networking accounts.
- I will only communicate with students and parents/carers in line with the academy’s communication guidance / policy.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The academy has a responsibility to provide safe and secure access to technologies and ensure the smooth running of the academy:

- When I use my personal mobile / external devices (laptops / mobile phones / tablets / USB devices etc) in the academy, or access systems via Remote Access services at home, I will follow the rules set out in this agreement, in the same way as if I was using academy equipment. I will also follow any additional rules set by the academy about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the academy Information Services systems.
- 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 programs.
- I will ensure that my personal data is regularly backed up, in accordance with relevant academy policies.
- 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 try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to academy equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as instructed and in compliance with data protection laws and other academy policies.
- Non-confidential data may be transferred by removable media (USB/CD/DVD), but confidential data may not. Confidential data must be transferred securely via an online delivery method (RM Secure Net / Academy email). Any removable media used for such purposes must be encrypted and authorised by the Director of Information Services.
- I understand that the data protection policy requires that any staff or student data to which I have access to will be kept private and confidential, except when it is deemed necessary that I am required by law or by academy policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- When using Remote Access services outside of the academy (at home or other external locations) I will be mindful of data protection issues and ensure that confidential or sensitive data is not seen by others, or left on screen unattended. I will always ensure I log off remote sessions when not in active use.

When using the internet in my professional capacity or for academy sanctioned personal use:

- I will ensure that I have permission to use the original work of others.
- Where work is protected by copyright, I will not download or distribute copies (including pictures, music and videos).

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

- I understand that this Acceptable Use Policy applies not only to my work and use of Information Services equipment in academy, but also applies to my use out of academy.
- 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 above and agree to adhere to the conditions set out in the Acceptable Use Policy.

Name	<input type="text"/>	School / Site	<input type="text"/>
Signed	<input type="text"/>	Department	<input type="text"/>
Date	<input type="text"/>		

Please return your completed forms to either your local academy IT team, or the CELT IS Team. Copies will be held digitally and centrally on file with the HR team.

Should you require further information, please contact

Governance Officer
Cornwall Education Learning Trust (CELT)
Atlantic Centre
Trenance Leisure Park
Newquay
Cornwall
TR7 2LZ
Telephone: **01637 800293**
Email: **ccarter@gov.celtrust.org**
www.celtrust.org