



Grange Academy Acceptable Use Procedure

Information technology (IT), including email, the internet, and mobile devices are an expected part of our daily working life in school. This procedure is designed to ensure that all staff are aware of their professional responsibilities when using any form of IT. It serves to protect staff, visitors, and pupils from harm on the internet, safeguard the school from inappropriate use of the internet, and put in place a procedure to follow in the event of unacceptable use of the school's IT equipment.

All staff are expected to sign and adhere to this procedure at all times. Any concerns or desire for clarification should be raised with the designated or deputy safeguarding lead, or the headteacher.

1. I will ensure my logon details are not shared or used by students or other staff members under any circumstances.
2. When away from my desk I will ensure I am logged out or that my display screen is locked.
3. The school IT systems may not be used for private purposes, unless the headteacher has given permission for that use.
4. I will ensure that all electronic communications with pupils and staff is professional and appropriate.
5. Staff personal details, such as mobile phone numbers or personal email addresses, must never be disclosed to pupils.
6. I will only use the school email system for school business and not for personal use.
7. I will ensure that personal data (defined as any combination of data items that identifies an individual and provides specific information about them, their families, or circumstances) is kept secure and is used appropriately, whether in school, taken off the school premises, or accessed remotely. Electronic personal data can only be taken out of school on an encrypted memory stick.
8. The installation of any third party software applications on school IT equipment must first be authorised by the IT technician.
9. I understand that it is my right to communicate with pupils' parents and carers whom I have a friendship with, through social networking sites, apps, etc. However, discussion of specific Grange Academy matters should not occur, while a positive general image of the school conveyed.
10. I will not intentionally browse, download, upload or distribute any material that is likely to be considered offensive, illegal or discriminatory.
11. Images of pupils will only be taken, stored and used for professional purposes in line with school policy and with written consent of the child's parent or carer. Images will not be shared outside the school network without the permission of the parent/carer.
12. I will not use social networking sites, apps, etc. to either post/discuss issues relating to Grange Academy.
13. Mobile phones are not permitted to be used on the school site unless authorised by the headteacher, by colleagues on their breaks, or for very occasional use by office staff or teachers' on PPA. This policy allows us to model the behaviour we expect from pupils. The school appreciates the enhanced communication that use of mobile phones provides when supporting pupils during educational visits. It is wholly reasonable for staff to use their own phones for personal use during their 'down time' on residential trips.
14. The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is, or may have, taken place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

15. I will not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community. There may be some occasions when sharing potential offensive content, such as swastika, appropriately can lead to good learning outcomes. Should there be any doubt, staff should be duly cautious and discuss the use of potentially offensive content with their line manager before it is browsed, downloaded, uploaded or distributed.
16. It is not the school's policy, as a matter of routine, to monitor an employee's use of the academy's email service, or of the internet, via the school's network. However, when there is reasonable grounds to suspect an instance of misuse of any of these services, the headteacher or Local Advisory Board (LAB) may grant permission for the auditing of an employee's email or their internet use. Once approved, the monitoring process will be undertaken by designated staff acting, for operational purposes, under the direction of the headteacher. These staff are required to observe the strictest confidentiality when undertaking these activities and they will monitor only to the extent necessary to establish the facts of the case. They will make their reports directly to the headteacher, LAB, or their delegated representative to enable Human Resources to advise the appropriate line manager of the actions that may need to be taken in any particular case. When monitoring is approved, the case for continued monitoring shall be reviewed on a regular basis with a view to terminating monitoring in as short a period of time as possible.
17. I will ensure that my online activity, both in school and outside school, will not bring my professional role, or Grange Academy, into disrepute.
18. I will not correspond with current or present pupils on social networking sites, apps, etc. Existing contact with alumni must be shared with the headteacher and a suitable solution agreed. It maybe that the contact is recorded and approved.
19. I will support and promote the school's e-safety policy and help pupils to be safe and responsible in their use of IT and related technologies.
20. E-mails should be written carefully and politely, to ensure the reader's interpretations are as intended by the writer, particularly as messages may be forwarded or printed and be seen by unexpected readers. Potentially challenging discussions as best conducted face-to-face.

I agree to follow this procedure and to support the safe use of IT throughout the school.

Signed:	
Name:	
Job Title:	
Date:	