## Staff (and Volunteer) Acceptable Use Policy (AUP)[[1]](#footnote-1)

School policy

New technologies have become integral to the lives of children and young people in today’s society, both within schools and in their lives outside school. The internet and other digital communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safer internet access at all times.

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 school 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 digital technologies in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technologies to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable use

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

For my professional and personal safety:

* I understand that the school will monitor my use of the ICT systems, email and other digital communications.
* I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, Glow etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
* I understand that the school digital technology systems 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 school.
* 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 understand that I should not write down or store a password where it is possible that someone may steal it.
* I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

28

I will be professional in my communications and actions when using school ICT systems:

* I will only access, copy, remove or alter any other user’s files, with 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 school’s policy on the use of digital/video images. I will only use my personal equipment to record these images, if I have permission to do so. Where these images are published, (e.g. on the school website/learning platform) it will not be possible to identify by name, or other personal information, those who are featured.
* I will only use chat and social networking sites in school in accordance with the school’s policies.
* I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
* I will not engage in any online activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

* When I use my mobile devices (laptops/mobile phones/USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using schoolequipment. 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.
* I will not use personal email addresses on the school digital technology systems.
* I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
* I will ensure that my data is regularly backed up, in accordance with relevant school policies.
* I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, extremist material or 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 programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
* I will only make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work, with permission
* I will only install or attempt to install/store programmes on devices if this is allowed in school policies.
* I will not disable or cause any damage to school equipment, or the equipment belonging to others.
* I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school/LA Personal data policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based protected and restricted data must be held in lockable storage.
* I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school 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 the internet in my professional capacity or for school sanctioned personal use:

* 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 or distribute copies (including music and videos).

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

* I understand that this acceptable use policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school/local authority.
* I understand that if I fail to comply with this acceptable use policy, I could be subject to disciplinary action in-line with school policy, and in the event of illegal activities the involvement of the police.

Bringing a personal device into school (BYOD)

* I understand that pupils will not be required to bring their own device to school. However, enabling BYOD will mean pupils may use personally owned devices (including laptops, tablets, smartphones, media devices, and mobile phones) to support their learning as directed by a member of staff.
* I understand that personal devices brought into the school are entirely at the risk of the owner and the decision to bring the device in to the school lies with the user.
* I understand that the school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at the school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home).
* I understand the school recommends that devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security.
* I understand that staff personal devices should not be used to contact pupils or their families, nor should they be used to take images of children / young peoples
* I understand that personal devices should be charged before being brought to the school as there may be limited opportunities to charge devices during the school day.
* I understand that I can find more information in the Online Safety and Mobile Technologies policies on the school website.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer Name:

Signed:

Date:

1. This AUP has been developed in consultation with the Aberdeenshire Technology Development Manager. [↑](#footnote-ref-1)