



<b>Policy name:</b>	Acceptable Use Policy for Volunteers and Work Experience applicants
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## Aims

- Protect children from the risk of radicalisation and extremism
- Systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- To make users aware that internet use by school personnel is monitored by the Trust for safeguarding purposes

## Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- Ensure all personnel are aware of and comply with this policy
- Provide guidance, support and training to all personnel as necessary
- Monitor the effectiveness of this policy
- Lead the development of this policy throughout the school
- Display these guidelines around the school
- Provide guidance and support to all personnel
- Keep a log of all ICT equipment available to school personnel and a register of equipment issued to staff and volunteers
- Provide training for all staff on induction and when the need arises
- Undertake risk assessments when required

## Linked Policies

- Safeguarding and Child Protection

## Acceptable Use Agreement

I understand that the school Internet facility must be used only for educational purposes.

I realise that I have a personal responsibility to abide by the set rules and regulations when using the Internet and I am aware of the consequences if I breach them. This may include:

- Withdrawal of my volunteer / work experience placement
- Further monitoring of how I use the internet
- Disciplinary action
- Criminal prosecution

I will report immediately to the DSL / DDSL any accidental access to inappropriate material or websites.

**In my capacity as a volunteer / work experience candidate I will:**

- Immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the DSL / DDSL
- Communicate with others in a professional manner
- Only use social networking sites in school in accordance with the Trust's policies
- Check personal devices only in allocated breaks and when not in the presence of children
- Use the network and cloud-based systems as directed to ensure that my data and documents are backed up and stored securely
- Always logon and fully log off devices to ensure that routine updates are carried out automatically. This includes the updates of Sophos to protect the devices and the integrity of the network
- Password protect any data that enables a third party to be identified when sending it outside of the local secure network
- Not send any data that enables a third party to be identified within the local secure network; sensitive information of this kind should be saved to an appropriate location and the recipient notified of that location
- Keep data private and confidential, unless it is essential to disclose such information for an appropriate purpose
- Ensure that all permission has been given to use the original work of others

**I will not:**

- Access, copy, remove or otherwise alter any other user's files, without their express permission
- Use the internet in such a way that it will bring the school into disrepute
- Use inappropriate or illegal websites
- Download inappropriate material or unapproved software
- Use inappropriate language
- Produce, send out, exhibit or publish material that will cause offence to anyone
- Divulge my login credentials or passwords to anyone
- Use the login credentials or passwords of any other user
- Use a computer that is logged on by another user

- Use any social networking site inappropriately
- Use personal email addresses for school or Trust business
- Use my personal equipment to record images / video
- Try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others
- 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
- 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
- Install or attempt to install programmes of any type on a machine, or store programmes on a computer without permission
- Contact children, parents / carers regarding school business (this should always be done by a member of staff, using the approved official school systems)

**Signature:**

- I understand that this policy applies to my placement and use of school internet technology in school
- I understand that if I fail to comply with this policy, I could be subject to disciplinary action or Police involvement
- 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 within these guidelines

## Appendix 1

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Computer Misuse Act 1990
- Misuse of Information Act 1990
- Health and Safety (Display Screen Equipment) Regulations 1992
- Data Protection Act 2018
- Human Rights Act 1998
- Freedom of Information Act 2000
- Equality Act 2010
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Data Protection and Security: A Summary for Schools (Becta 2004)
- The Safe Use of New Technologies (Ofsted)
- Prevent Strategy (HM Gov)
- Teaching approaches that help build resilience to extremism among people (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)
- Guidance for Safer Working Practices (February 2022)

We are aware that the Brexit transition period ended on 31 December 2020 and, therefore, UK organisations that process personal data must now comply with the: DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation) if they process only domestic personal data;

DPA 2018 and UK GDPR, and the EU GDPR if they process domestic personal data and offer goods and services to, or monitor the behaviour of, EU residents.

We believe information and communications technology includes all forms of computing, the internet, telecommunications, digital media and mobile phones. School personnel have clear responsibilities with regard to the use of all ICT equipment and ICT facilities. We require staff and volunteers to be responsible users and stay safe whilst using the internet and communication technologies.

This agreement applies to use of technologies (e.g. laptops, iPads, email, Seesaw, Google etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.

Any member of the school personnel that uses illegal software or access inappropriate websites when in school faces dismissal. All school personnel will be made aware of all legislation relating to computer misuse, data protection and copyright.

We expect all school personnel to sign and date the 'Acceptable Use of ICT Agreement' and be fully aware of and implement the internet safety policy. All school personnel have the duty to report any misuse of the ICT equipment or the ICT facilities of this school.

We have a duty to ensure the internet safety of all pupils within this school.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremist groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

This policy applies to the governance community, Graduate Teachers, volunteers, and all members of our school communities who are authorised to use technology to further the objectives of the Trust and its schools. This includes all individuals who have been issued with school equipment and / or a school email address. It also applies to visitors and volunteers who may on occasions have access to the school internet and network, even if they do not have a school device or equipment.