

# IT Acceptable Usage Policy

## Yorkshire & the Humber Co-operative Learning Trust



**Approved by:** Finance & Personnel Committee

**Date:** 8<sup>th</sup> May 2018

**Last reviewed on:** 8<sup>th</sup> May 2018

**Next review due by:** 8<sup>th</sup> May 2019

# Staff/Volunteer

## Acceptable Use Policy Agreement

### Policy

The acceptable user policy recognises the increasing importance of the use of new and evolving technologies within the lives of all and in particular within the business and administration uses of the Yorkshire and the Humber Co-operative Learning Trust. In today's environment access and use of efficient systems is a must. All users should therefore have an entitlement to safe access to the internet and digital technologies 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 the Yorkshire & Humber Co-operative Learning Trust (YHCLT) 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 technology in their everyday work.

YHCLT will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils 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 IT systems 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 digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that YHCLT will monitor my use of digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) in any environment on or off a YHCLT physical site. This also applies to the use of any personal data (digital or paper based) to which I have access.
- I understand that ICT 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 YHCLT.
- 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.

I will be professional in my communications and actions when using IT 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 relevant 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. Where these images are published (eg on the school/Trust websites / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in accordance with the relevant policies.
- I will only communicate with students / pupils and parents / carers using official IT 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.

YHCLT have the responsibility to provide safe and secure access to technologies and ensure the smooth running of each academy/schools' IT systems:

- When I use my personal mobile devices (laptops / tablets / mobile phones / USB devices etc) anywhere within the Trust, I will follow the rules set out in this agreement, in the same way as if I was using Trust owned equipment. I will also follow any additional rules set by the Trust about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- Removable devices such as USB external hard drives and USB memory sticks must be encrypted before used to store YHCLT data. Please speak to IT Services who will be able to encrypt your device for you. Non-encrypted drives are not permitted.
- Trust owned Mobile Phones must be secured by a pin code/password or fingerprint if possible.
- 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 work is regularly backed up, in accordance with relevant Trust policies. This includes data stored on personal/school/Trust owned removable drives.
- 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 programmes 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 programmes on a computer, nor will I try to alter computer settings, unless this is authorised by IT Services.
- I will not disable or cause any damage to Trust 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 Trust Data Protection 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 secure storage. All losses of such data must be reported immediately.

- I understand that the 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 a Trust 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.
- The loss or theft of removal storage devices and laptops must be reported to IT Services immediately.

When using the internet in my professional capacity or for Trust 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).
- When I access the internet for personal use this will not compromise my duties and will not be during agreed working hours.

I understand that I am responsible for my actions in and out of my normal place of work:

- I understand that this Acceptable Use Policy applies not only to my work and use of Trust digital technology equipment, but also to my use of IT systems and equipment off site and the use of any personal equipment for Trust purposes.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action or any other action pertinent to my role . 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 use IT digital technology systems (both in and out of my normal place of work/activity) and my own devices (within the Trust and when carrying out communications related to the Trust) within these guidelines.

Staff / Volunteer Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_