



JAMES MONTGOMERY ACADEMY TRUST

Acceptable Use Agreement



Date policy agreed May 2022
Review date May 2024

The James Montgomery Academy Trust actively promotes the use of technology, and understands the positive effects it can have on enhancing pupils' learning and community engagement, however we must also ensure that staff use technology appropriately.

This acceptable use agreement is designed to outline staff responsibilities when using technology, whether this is via personal or school devices and on or off the school premises. It applies to all staff, volunteers, governors and proprietors, contractors and visitors. Any misuse of technology will not be taken lightly and will be reported to the Headteacher in order for any necessary further action to be taken.

Please read this document carefully, and sign below to show you agree to the terms outlined.

Using technology in school

- I will only use ICT systems, such as computers (including laptops) and tablets, which have been permitted for my use by the Headteacher
- I will only use the approved email accounts that have been provided to me.
- I will not use personal emails to send and receive personal data or information.
- I will not share sensitive personal data with any other pupils, staff or third parties unless explicit consent has been received.
- I will ensure that any personal data is stored in line with the GDPR.
- I will ensure that I obtain permission prior to accessing learning materials from unapproved sources.
- I will only use the internet for personal use during out-of-school hours, including break and lunch times.
- I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
- I will not install any software on to school ICT systems without the approval of the ICT Support Team.
- I will only store data on removable media or other technological devices that has been encrypted.
- I will only store sensitive personal data where it is absolutely necessary.

Mobile devices

- I will only use school-owned mobile devices for educational purposes.
- I will only use personal mobile devices during out-of-school hours, including break and lunch times.
- I will ensure that mobile devices are either switched off or set to silent mode during school hours, and will only make or receive calls in specific areas, e.g. the staffroom.
- I will ensure mobile devices are stored in a lockable cupboard located in the staffroom or classroom during lesson times.
- I will not use mobile devices to take images or videos of pupils or staff.
- I will not use mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not store any images or videos of pupils, staff or parents on any mobile device unless consent has been sought from the individual(s) in the images or videos.
- In line with the above, I will only process images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will ensure that any school data stored on personal mobile devices is encrypted and pseudonymised and give permission for the data to be erased and wiped off if it is lost or as part of exit procedures.

Social media and online professionalism

- If I am representing the school online, e.g. through blogging or on school social media account, I will express neutral opinions and will not disclose any confidential information regarding the school, or any information that may affect its reputability.
- I will not use any school-owned mobile devices to access personal social networking sites, unless it is beneficial to the material being taught
- I will not communicate with pupils over personal social networking sites.
- I will not accept 'friend requests' from any pupils over personal social networking sites.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking sites which may affect the school's reputation.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will only post images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

Using the RecordMy electronic recording system in school

- I will ensure confidentiality when accessing RecordMy either on or off school premises
- I will ensure that the information I share on RecordMy is necessary for the purpose for which I am sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely and confidentially.
- I will ensure that the entries I make on RecordMy comply with the relevant legislation, and reflects the inclusive ethos of the JMAT
- I will not share my password/login details with pupils, other staff or third parties
- I will ensure that, when including other children or members of staff on the entries I make on RecordMy, they will be anonymised by using initials where possible.
- I will ensure I seek advice from a member of the safeguarding team if I am in any doubt about sharing safeguarding information, particularly in relation to disclosing personal information about children/staff members.

Working at home

- I will adhere to the principles of the GDPR when taking work home.
- I will ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- I will ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- I will ensure no unauthorised persons, such as family members or friends, access any personal devices used for lone-working.
- I will act in accordance with the JMAT's Digital Safeguarding Policy when transporting school equipment and data.

Training

- I will ensure I participate in any e-safety or online training offered to me.

- I will remain up-to-date with current developments in social media and the internet as a whole.
- I will ensure I employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
- I will ensure that I deliver any training to pupils as required.

Reporting misuse

- I will ensure that I adhere to the responsibility I have for monitoring, as outlined in the Digital Safeguarding Policy.
- I will ensure that I report any misuse by pupils, or by staff members breaching the procedures outlined in this agreement
- I understand that my use of the internet will be monitored and recognise the consequences if I breach the terms of this agreement.
- I understand that disciplinary action may be taken against me in accordance with JMAT's disciplinary procedures should I breach this agreement.

I am aware that the content of RecordMy may include my name or initials as a staff member and I consent to it being shared with third parties (e.g police, health and social care) for safeguarding purposes.

I accept full responsibility for the equipment that is in my care.

I certify that I have read and understood this agreement, and ensure that I will abide by each principle.

Signed:

Date:

Print name: