The Good Shepherd Trust

THE GOOD SHEPHERD TRUST
Diocese of Guildford

TRANSFORMING SCHOOLS – TRANSFORMING LIVES
In the name of Jesus, The Good Shepherd

Acceptable Use Policy for Staff

Coordinator	Responsible Body
Headteacher	**The Good Shepherd Trust**

This policy is prescribed by The Good Shepherd Trust and is statutory. All references to 'the Trust', includes all Trust schools and subsidiary organisations.

Date adopted:	01/09/2020		Last reviewed:	29/10/2023
Review cycle:	Every Three Years		Is this policy statutory?	Yes
Approval:	Trust Board		Author:	
Local approval:	Headteacher		Local author:	Jacky Fyson
Next review Date	August 2026			

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	29/10/2023	J Fyson	n/a	Updated new IT technician

Links to other policies

This policy has links to several other policies including:

- Child Protection Policy and safeguarding procedures

- Online Safety (E Safety)

- Visitors Policy and Visiting Speakers Agreement

- Tackling Extremism and Radicalisation

The following national guidelines should also be read when working with this policy:

- Prevent Strategy HM Government 2015

- Keeping Children Safe in Education DfE 2021

- Working Together to Safeguard Children DfE 2018

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http://www.goodshepherdtrust.org.uk/

As a professional organisation with responsibility for children's safeguarding, it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the Trust's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the Trust's systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the Trust ethos, other appropriate Trust policies, relevant national and local guidance and expectations, and the Law.

1. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, chrome books,mobile phones, tablets, digital cameras, email and social media sites.

2. Trust owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

3. I understand that any hardware and software provided by the Trust for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.

4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly as per the Trust requirements.

5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager Eduthing.

6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 2018. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the Trust, hosted online (only within countries or sites with suitable data protection controls that meet the EU and UK regulations) or accessed remotely (e.g. via VPN). Any data which is being removed from the Trust site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the Trust, as per the Data Security Policy. Any images or videos of pupils will only be used as stated in the Trust image use policy and will always take into account parental consent.

7. I will not keep or access professional documents which contain Trust -related sensitive or personal information (including images, files, videos, emails etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are suitably secured and encrypted. I will protect the devices in my care from unapproved access or theft.

8. I will not store any personal information on the Trust computer system including any Trust laptop or similar device issued to members of staff that is unrelated to Trust activities, such as personal photographs, files or financial information.

9. I will respect copyright and intellectual property rights.

10. I have read and understood the Trust online safety (e-Safety) policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces (you might wish to attach a copy of the policy or include specific expectations).

11. I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead (Owen Smith) and/or the Online Safety Coordinator (Sam Moody) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the Designated Safeguarding Lead (Owen Smith) and/or the Online Safety Coordinator (Sam Moody) and/or the designated lead for filtering (name) as soon as possible.

12. I will not attempt to bypass any filtering and/or security systems put in place by the Trust. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any Trust related documents or files, then I will report this to Eduthing (support@eduthing.co.uk and Owen Smith as soon as possible.

13. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via Trust approved communication channels e.g. via an Trust provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Senior Leadership team and/or Head Teacher.

14. I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using Trust or personal systems. This includes the use of email, text, social media/networking, gaming and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use

    of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the Trust AUP and the Law.

15. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or The Good Shepherd Trust, into disrepute.

16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

17. If I have any queries or questions regarding safe and professional practise online either in Trust or off site, then I will raise them with the Designated Safeguarding Lead (name) and/or the Online Safety Coordinator (name if different) or the Head Teacher.

18. I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

Additional content regarding online participation on behalf the Trust

The principles and guidelines below set out the standards of behaviour expected of you as an employee of the Trust. If you are participating in online activity as part of your capacity as an employee of the Trust then we request that you:

- Be professional and remember that you are an ambassador for the Trust. Disclose your position but always make it clear that you do not necessarily speak on behalf of the Trust.

- Be responsible and honest at all times and consider how the information you are publishing could be perceived

- Be credible, accurate, fair and thorough.

- Always act within the legal frameworks you would adhere to within Trust, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.

- Be accountable and do not disclose information, make commitments or engage in activities on behalf of the Trust unless you are authorised to do so.

- Always inform your line manager, the designated safeguarding lead and/or the Head Teacher of any concerns such as criticism or inappropriate content posted online.

The Trust may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the Trusts's Data Protection Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the Trust will invoke its disciplinary procedure. If the Trust suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Staff Acceptable Use Policy.

Signed: ………………………....

Print Name: ………………………   Date: ……………

Accepted by: ……………………………

Print Name:…………………………….   Date…………..

St John's C of E Primary School Staff Social Media Policy

For use with staff running official Trust social media accounts

1.   As part of the Trust's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the Trust's approach to Online safety (e-Safety). I am aware that the (tool using e.g. Facebook, Twitter) is a public and global communication tool and that any content posted may reflect on the School and/or The Good Shepherd Trust, its reputation and services. I will not use the site/page/group to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the Trust into disrepute.

2.   I will not disclose information, make commitments or engage in activities on behalf of the Trust without authorisation from the School Designated Safeguarding Lead (Jacky Fyson) and/or the Principal School Leader. The Principal School Leader retains the right to remove or approve content posted on behalf of the Trust.

3.   I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.

4.   I will follow the Trust's policy regarding confidentiality and data protection/use of images. This means I will ensure that the Trust has written permission from parents/carers before using images or videos which include any members of the Trust community. Any images of pupils will be taken on Trust equipment, by the Trust and in accordance with the image consent form. Images which include pupils will only be uploaded by the School. These will be for the sole purpose of inclusion on (tool using e.g. Facebook, Twitter) and will not be forwarded to any other person or organisation.

5.   I will promote online safety (e-Safety) in the use of (tools using e.g. Facebook, Twitter) and will help to develop a responsible attitude to safety online and to the content that is

accessed or created. I will ensure that the communication has been appropriately risk assessed and approved by a member of the senior leadership team/ Designated Safeguarding Lead/Principal School Leader prior to use.

6. I will set up a specific account/profile using a School provided email address to administrate the account/site/page (tool using e.g. Facebook, Twitter) and I will use a strong password to secure the account. Personal social networking accounts or email addresses are not to be used. The School Designated Safeguarding Lead and/or School leadership team/Head Teacher will have full admin rights to the (tool using e.g. Facebook, Twitter) site/page/group.

7. Where it believes unauthorised and/or inappropriate use of the (tool using e.g. Facebook, Twitter) or unacceptable or inappropriate behaviour may be taking place, the School will exercise the right to ask for the content to be deleted or deactivated.

8. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.

9. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Principal School Leader and/or Designated Safeguarding Lead urgently.

10. I will ensure that the (tool using e.g. Facebook, Twitter) site/page is moderated on a regular basis as agreed with the School Designated Safeguarding Lead.

11. I have read and understood the Trust's Social Media policy which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the Principal School Leader.

12. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Designated Safeguarding Lead (Jacky Fyson) or the Head teacher.

I have read and understood and agree to comply with the Trust's Social Media policy.
Signed: …………………………....

Print Name: ……………………… Accepted   Date: ………....   by:
…………………………….

Print Name:……………………………….   Date…………… **Letter   for   Staff**

Dear Member of Staff

Social media can blur the definitions of personal and working lives, so it is important that all members of staff take precautions in order to protect themselves both professionally and personally online.

Be very conscious of both your professional reputation and that of the School when you are online. All members of staff are strongly advised, in their own interests, to take steps to ensure that

their personal information and content is not accessible to anybody who does not or should not have permission to access it. All staff must also be mindful that any content shared online cannot be guaranteed to be "private" and could potentially be seen by unintended audiences that may have consequences including civil, legal and disciplinary action being taken. Ensure that your privacy settings are set appropriately (many sites have a variety of options to choose from which change regularly and may be different on different devices) as it could lead to your content accidentally being shared with others.

Be very careful when publishing any information, personal contact details, video or images etc online; ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or parent/carer, viewing or sharing your content. If the answer is no, then consider if it should be posted online at all. It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully. All staff must be aware that as professionals, we must be cautious to ensure that the content we post online does not bring the School or our professional role into disrepute.

If you have a social networking account, it is advised that you do not accept pupils (past or present) or their parents/carers as "friends" on a personal account. You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns. Please use your work provided email address or phone number to contact parents – this is essential in order to protect yourself as well as the wider community. If you have a pre-existing relationship with a child or parent/carer that may compromise this or have any queries or concerns about this then please speak to the Online safety (e-Safety) Coordination/ Designated Safeguarding Lead.

Documents called "Cyberbullying: Supporting School Staff", "Cyberbullying: advice for headteachers and school staff" and "Safer practise with Technology" are available to download from www.childnet.com and www.gov.uk/government/publications/preventing-and-tackling-bullying. Copies can be printed upon request. Staff can also visit or contact the Professional Online safety Helpline www.saferinternet.org.uk/about/helpline for more advice and information on online professional safety.

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the Trust policy could lead to

disciplinary action, so it is crucial that all staff understand how to protect themselves online. Please

speak to your line manager, or myself if you have any queries or concerns regarding this. Yours

sincerely,

Jacky Fyson
Headteacher