



## Wize Up Staff (and Volunteer) Acceptable Use Policy Agreement

Date of Policy: September 2022.

Frequency of Review: Annually.

Date of Next Review: July 2023.

### 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 information and 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 safe 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 Wize Up ICT 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 ICT in their everyday work.

Wize Up will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for young people 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 school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that young people receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

#### For my professional and personal safety:

- I understand that Wize Up 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 (eg laptops, email etc) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school 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 the school. You must only use the computer, telephone, internet and email systems for business purposes only. If you need to use the systems for personal reasons you must seek permission from your manager in advance.

The following is specifically banned:

- Pornography
- Indecent images
- Indecent content
- Terrorist websites
- Immoral websites
- Job searches
- Job applications
- Discriminatory websites
- Searches of these

The installation of software without advance permission from your manager is strictly prohibited.

- 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 Wize Up ICT 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 Wize Up 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 website) 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 (staff code of conduct).
- I will only communicate with Young people and parents / carers using official school systems, while on school premises. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities, taking into account the staff code of conduct.

### **Wize Up 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 (PDAs / 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 Wize Up equipment. I will also follow any additional rules set by Wize Up 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 Wize Up ICT systems without permission and not for professional use unless otherwise agreed.
- 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, 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 allowed in Wize Up policies or following consultation with the senior leadership team.
- I will not disable or cause any damage to Wize Up 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 Wize Up 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 young persons 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 Wize Up school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of Wize Up ICT equipment in school, but also applies to my use of Wize Up ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by Wize Up
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension pending further investigation and in the event of illegal activities the involvement of the police.

### **Acceptable Use Policy COVID-19 Distance Learning Addendum: April 2020**

Distance learning requires teachers and young people to adapt normal classroom routines to the online world, but the normal high expectations of respectful behaviour will remain. These expectations are consistent with Wize Up's e-safety policy and the previously signed ICT acceptable use agreement.

1. The recording of still images, filmed images or audio of staff or other young people without permission, and the distribution of such images, is strictly forbidden.
2. Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated. Any profile names used for on-line and distance learning must follow school recommendations.
3. Any visual or audio file shared with others must be appropriate to the learning task. Staff will need to check the suitability of any files uploaded by young people and will follow normal discipline procedures if inappropriate material is discovered.
4. There is an expectation that young people will engage in online collaborative work when requested by their teacher, work in a respectful and helpful manner, following instructions carefully.

5. Staff are expected to take reasonable steps to complete tasks in the timescales set to maintain progress in young people studies. Distance learning requires greater self-management of task completion by staff, given the absence of physical face-to-face young people contact. Staff should be understanding in regards to genuine reasons for delays to the completion of set tasks so it is important to keep in regular contact to inform them of any issues that might cause delays in the completion of set work.

6. It is expected that staff will engage in any on-line lessons in a manner as like regular classroom learning as possible. This includes not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson.

7. Staff are not permitted to share links/ meeting I.D./ passwords to on-line conference sessions with anyone else outside of the invited group.

Other policies which relate to this policy include: the Child Protection and Disciplinary procedures, Data Protection Policy and Staff Code of Conduct.

I have read and understand the above and agree to use the Wize Up ICT 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