

Alexandra Academy Trust Acceptable Use Code of Conduct and Policy



If you need this in an alternative format
please contact the Alexandra Academy Trust.

For approval by the Resources committee	Autumn 2021
For Review annually	Autumn 2024

Signed _____ (Chair of Resources committee)

Dated _____

Acceptable Use of technology code of conduct and policy

Trust Mission statement

'Working together to create better futures'

Introduction

ICT in its many forms – internet, email, mobile devices etc – is now part of our daily lives. It is the duty of all members of staff, to ensure that ICT is used safely and responsibly. The implementation of this policy is the responsibility of all staff.

Implementation

All staff at the Alexandra Academy Trust are aware of the following responsibilities:

- All staff, Trustees, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff, Trustees, Governors and visitors understand that it is a disciplinary offence to use the Academy's ICT equipment for any purpose not permitted by its owner.
- Staff, Trustees, Governors and visitors must never disclose any passwords provided to them by the Academy, especially sensitive or vulnerable data. All staff must ensure that passwords are changed regularly. All passwords need to be strong, containing at least one capital letter and character.
- All staff, Trustees, Governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Trustees, Governors and visitors must not install any hardware or software on any Academy owned device without the Principal's permission.
- All staff, Trustees, Governors and visitors understand that their use of the internet may be monitored. If anything untoward is uncovered, this could be logged and used in line with any disciplinary procedures. This includes all Academy owned devices. If an E-safety incident should occur, staff must report it to the Principal as soon as possible.
- All staff, Trustees, Governors and visitors must only use the Academy's email/internet/intranet etc. and any related technologies for uses permitted by the Principal and Board of Trustees.
- All staff, Trustees, Governors and visitors must ensure that data is kept secure and is used appropriately as authorised by the Principal and Board of Trustees. Passwords must never be divulged or saved on ICT equipment and, where possible, memory sticks should be encrypted.

- Staff, Trustees, Governors and visitors must never disclose passwords provided to them by the Academy.
- Personal devices must only be used in the context of Academy business with the explicit permission of the Principal.
- Personal mobile phones or digital cameras must **NEVER** be used for taking photographs related to Academy business. All classes have an iPad specifically for this purpose. These devices must **NEVER** be used for personal use.
- If staff have personal phones or devices, these must be stored securely in lockable cupboards/drawers and be switched off, or on silent mode, during the teaching day. Phones may only be used at break and lunch times, unless in exceptional circumstances and as agreed with SLT. Phones must **NOT** be used in the presence of children.
- The Trustees have granted permission to the Principal, Vice-Principal, Business Manager and Site Maintenance Officers, to use their phones during the working day for business use. The Principal may permit the member of SLT on duty to have their phone switched on in case of any emergency.
- All staff, Trustees, Governors and visitors using Academy equipment **MUST** not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, Trustees, Governors and visitors **MUST** only use the approved email system for Academy and Day Nursery business.
- Images **MUST** only be taken, stored and used for purposes within the Academies and Day Nursery, unless there is parent/carer permission for alternative use.
- When a child starts at one of our Academies or the Day Nursery the parents/carers are asked to sign if they agree to their children's images being used in our brochure or in the local press. If a parent/carer does not agree to this, we ensure that their child's photograph is not used. Filming and photography by parents/carers and the wider community at Academy and Day Nursery events, such as sports days and productions, **are not allowed**. Occasionally, either a professional photographer or staff member will take photographs of children, for example in their play costumes.
- All staff, Trustees, Governors and visitors **MUST** make every effort to comply with copyright and intellectual property rights.
- All staff, Trustees, Governors and visitors **MUST** report any incidents or concerns regarding staff use of technology and/or children's safety to the Principal and the Designated Safeguarding Lead/E-Safety Lead in line with the Academy's Child Protection and Safeguarding Policy. This will be recorded on the e-Safety Incident Log, (See Appendix A).

- All staff MUST sign an agreement that they will read and adhere to the Acceptable Use of Technology Code of Conduct Policy. Failure to follow the procedures may result in disciplinary action being taken.

Outcomes

This policy will promote the excellent values and ethos of the Alexandra Academy Trust. It will promote the high standards and expectations set out in the Academy Trust's Aims and Mission Statement.

This policy should be read in conjunction with:

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Disciplinary Policy
- Disciplinary Procedures
- Educational Visits & Overnight Stays Policy
- E-Safety Policy
- GDPR Policy
- Inclusion Policy
- Positive Behaviour Policy
- Prevention of Extremism and Radicalisation Policy
- Single Equality Policy
- Social Media Policy
- Special Educational Needs
- Staff Code of Conduct Policy
- Staff Disciplinary Policy
- Teachers Standards and Professional Conduct
- Volunteers and Visitors Policy
- Whistle-Blowing Policy

