

Ethos Academy Trust

**Acceptable Use Agreement for Ethos Academy Trust Staff**

**May 2024**

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| **1** | **Summary** | AUP for all EAT Staff |
| **2** | **Responsible person** | Jane Burton – HR Manager |
| **3** | **Accountable ELT member** | People and Culture Lead |
| **4** | **Applies to** | [x] All Staff[ ] Support Staff[ ] Teaching Staff |
| **5** | **Trustees and/or individuals who have overseen development of this policy** | N/A |
| **6** | **Headteachers/Service Heads who were consulted and have given approval (if applicable)** | N/A |
| **7** | **Ratifying committee(s) and date of final approval** | HR |
| **8** | **Version number** | 1.3 |
| **9** | **Available on** | Every | [x] Y[ ] N | Trust WebsiteAcademy WebsiteStaff Portal | [ ] Y[x] N[ ] Y[x] N[x] Y[ ] N |
| **10** | **Related documents** **(if applicable)** | Electronic Communications Guidance for school Staff |
| **11** | **Disseminated to** | [ ] Trustees[x] All Staff[ ] Support Staff[ ] Teaching Staff |
| **12** | **Date of implementation (when shared)** | 23.05.2024 |
| **13** | **Date of next formal review** | 31 May 2025 |
| **14** | **Consulted with Recognised Trade Unions** | [ ] Y [x] N |

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| **Date** | **Version** | **Action** | **Summary of changes** |
| Oct 21 - Mar 22 | 1.1 | Minor policy revision  | AUP revised with the HR manager and Online Safety Leads |
| May 2023 | 1.2 | Policy review | No content changes, HR now write and approve (previously ELT). |
| May 2024 | 1.3 | Policy review | Wording of visitors removed from header & page 1. |

**Acceptable Use Agreement for Academy Staff**

I confirm that I have read and understood the **EAT** **Electronic Communications Guidance** **for School Staff** and that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with the document in particular:

* Any content I post online (including outside school time) or send in an email will be professional and responsible and maintain the reputation of the Trust.
* I will not talk about my professional role in any capacity when using personal social media such as Facebook, Twitter, Instagram and YouTube or any other online publishing websites.
* To protect my own privacy, I will use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents/carers.
* If I use my own personal device to contact parents/carers I will ensure that my caller ID is anonymous/private.
* If I use instant messaging, chat rooms, blogs, webcams or forums for communicating with pupils or parents it will only be via the school’s approved systems.
* I will only use my personal mobile phone during non-contact time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager.
* I will not use my personal mobile phone or other electronic equipment to photograph/video pupils.
* Bluetooth communication should be ‘hidden’ or switched off.
* I will ensure that any images taken on school-owned devices will be transferred to the school network and immediately deleted from the memory card.
* Taking photographs and videos will only be done with the permission of pupils and/or their parents/carers for agreed school activities.
* I will take all reasonable steps to ensure the safety and security of school ICT equipment which I take off site and will remove anything of a personal nature before it is returned to school.
* I will take all reasonable steps to ensure that all laptops and memory devices are fully virus protected and encrypted and that protection is kept up to date.
* I will report any accidental access to material which might be considered unacceptable immediately to the DSL and ensure it is recorded.
* Confidential school information, pupil information or data which I use will only be stored on a device which is encrypted or protected with a strong password. i.e. Upper/lower case, numbers, special marks. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.
* I understand that I have the same obligation to protect school data when working on a computer outside school.
* I will report immediately any accidental loss of confidential information so that appropriate action can be taken.

1. All potentially confidential data taken off-campus needs to be stored on encrypted memory sticks or school-maintained equipment that is password protected and **only** used by staff.

2. Confidential data received through email must only be shared through the same E-Mail domain (i.e. emailing within [eat.uk.com](http://pupilreferral.uk/))

3. Any confidential data transfer to other agencies: TYS, Social care NHS, schools, should not be sent via email. Cryptshare, Anycomms or Kirklees.[gov.uk](http://gov.uk/) can be used for secure transfer of information within Kirklees (eg. To Kirklees agencies and schools). Business support colleagues can support us with this.

4. Systems for secure transfer of information to health professionals and other external agencies are being investigated by IT Staff, updates will be shared in time. Do not share information electronically outside of the methods in point 3.

5. If you're unsure about any of this advice, or if you have concerns about sharing data with other agencies and other staff, please log a support request with IT via the Alamo Helpdesk. They will get back to you and offer advice on best practice.

6. I will ensure a passphrase/secure password is required on my mobile telephone where access to my work email account is available.

7. I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me, they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

8. I will always use the school’s ICT systems and internet responsibly and ensure that pupils in my care do so too.

I understand that the Trust has the right to examine or delete any files that may be held on its computer system, to monitor any websites visited and emails exchanged and, if necessary, to report anything which may constitute a criminal offence.

I understand that by not following these rules I may be subject to the Trust’s disciplinary procedures.

Name ……………………………………………….

Signed ……………………………………………. Date ………………………..