

# Foreland Fields School

## Staff Acceptable Use of Technology Policy



### Governing Body Approval and Categories

Date of Last Review / Scrutiny	24 <sup>th</sup> September 2024
Date (Month / Year) of Next Review /Scrutiny	24 <sup>th</sup> September 2025
Date Policy was Ratified	2 <sup>nd</sup> October 2024
Category of the Policy	GDPR
Named Lead for Writing the Policy	Headteacher/DSL
Named Governor for Scrutiny	Governors with Responsibility for Safeguarding – Lucy Taylor and Amy Moat
Approval Body	Strategy Team
Display on Main Web Site	No
NOTE: IF THIS POLICY HAS BEEN SCRUTINISED BY A DIFFERENT LEAD GOVERNOR OR BEEN RATIFIED BY A DIFFERENT GOVERNING TEAM PLEASE STATE WHICH TEAM	
Signed – Chair of Governors	Date
	2-10-24

### United Nations Convention on the Rights of the Child

Foreland Fields School is a Rights Respecting School thereby this policy ensures that the following rights are acknowledged:

Article 12 (respect for the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

Article 13 (freedom of expression)

Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.

Article 23 (children with a disability)

A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community.

Article 28 (right to education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights.



# **Foreland Fields School**

## **Staff Acceptable Use of Technology Policy**

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Foreland Fields School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for children/pupils/students, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Foreland Fields School expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that Foreland Fields School systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

### **Policy Scope**

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Foreland Fields School both professionally and personally, both on and offsite. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.
2. I understand that Foreland Fields School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the Foreland Fields School online safety policy and staff behaviour policy
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the Foreland Fields School ethos, Foreland Fields School staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### **Use of Foreland Fields School Devices and Systems**

4. I will only use the equipment and internet services provided to me by the Foreland Fields School for example Foreland Fields School provided laptops, tablets, mobile phones, and internet access, when working with children/pupils/students.
5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed

by members of staff. Personal use of setting IT systems and/or devices by staff is not allowed.

6. Where I deliver or support remote/online learning, I will comply with the Foreland Fields School online safety policy.

### **Data and System Security**

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
8. I will use a 'strong' password to access Foreland Fields School systems. 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. This password should be changed every 6 months. Any change in laptop password must be done via the IT technician.
9. I will protect the devices in my care from unapproved access or theft, for example not leaving devices visible or unsupervised in public places or in a car overnight.
10. I will respect Foreland Fields School system security and will not disclose my password or security information to others.
11. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT system manager.
12. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.
13. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the Foreland Fields School information security policies.
  - 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 workplace, hosted online or accessed remotely.
  - Any data being removed from the Foreland Fields School site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the Foreland Fields School.
14. I will not keep documents which contain Foreland Fields School related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the Foreland Fields School chosen learning platform to upload any work documents and files in a password protected environment or Foreland Fields School VPN.

15. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
16. I will ensure that school owned information systems are used lawfully and 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.
17. I will not attempt to bypass any filtering and/or security systems put in place by the school.
18. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Support lead (Steve Furlong) as soon as possible.
19. If I have lost any school related documents or files, I will report this to the ICT lead (Steve Furlong) and school/setting business Manager, Karen Glover who will report this to the school Data Protection Officer as soon as possible.
20. Any images or videos of children/pupils/students will only be used as stated in the school camera and image use policy. I understand images of children/pupils/students must always be appropriate and should only be taken with school provided equipment and only be taken/published where children/pupils/students and/or parent/carers have given explicit written consent.

### **Classroom Practice**

21. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in in the child protection and online safety policies
22. I am aware that generative artificial intelligence (AI) tools may have many uses which could benefit our school community. However, I also recognise that AI tools can also pose risks, including, but not limited to, bullying and harassment, abuse and exploitation (including child sexual abuse), privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material. Additionally, its use can pose moral, ethical and legal concerns if not carefully managed. As such, I understand that the use of AI as part of our education/curriculum approaches is permitted by staff and pupils/students.
  - a. A risk assessment will be undertaken, and written approval will be sought from the senior leadership team prior to any use of AI tools (for example if used in the classroom, or to support lesson planning or assessments). The school leadership team will seek advice from the DPO when conducting these risk assessments.

- b. Any misuse of AI will be responded to in line with relevant school policies, including but not limited to, anti-bullying, staff and pupil/student behaviour and child protection.

23. I have read and understood the school online safety policy (which includes smart technology and social media policies).

24. I will promote online safety with the children/pupils/students 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 by:

- a. exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
- b. creating a safe environment where children/pupils/students feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
- c. involving the Designated Safeguarding Lead (DSL) (Adrian Mount) or a deputy (Jeremy Edwards, Sarah Thorp, Sharon Bremner) as part of planning online safety lessons or activities to ensure support is in place for any children/pupils/students who may be impacted by the content.
- d. make informed decisions to ensure any online safety resources used with children/pupils/students is appropriate.

24. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by Foreland Fields School as detailed in child protection or online safety policies, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.

25. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL in line with the Foreland Fields School child protection/online safety policy.

26. I will respect copyright and intellectual property rights and ensure my use of online platforms and tools is safe, legal and ethical; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, misuse, plagiarise, or distribute them.

### **Mobile Devices and Smart Technology**

27. I have read and understood the Foreland Fields School mobile and smart technology and social media policies which addresses use by children and staff.

28. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff behaviour policy and the setting mobile technology policy and the law.

## **Online Communication, including Use of Social Media**

29. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the online safety policy, staff behaviour policy, social media policy and the law.
30. As outlined in the staff behaviour policy and school social media policy:
- a. I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
  - b. I will not discuss or share data or information relating to children/pupils/students, staff, school business or parents/carers on social media.
31. My electronic communications with current and past children/pupils/students and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- a. I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
  - b. I will not share any personal contact information or details with children/pupils/students, such as my personal email address or phone number.
  - c. I will not add or accept friend requests or communications on personal social media with current or past children/pupils/students and/or their parents/carers.
  - d. If I am approached online by a current or past children/pupils/students or parents/carers, I will not respond and will report the communication to my line manager and (Adrian Mount) Designated Safeguarding Lead (DSL).
  - e. Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL/Headteacher.

## **Policy Concerns**

32. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
33. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.

34. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.
35. I will report and record any concerns about the welfare, safety or behaviour of children/pupils/students or parents/carers online to the DSL in line with the school child protection policy.
36. I will report concerns about the welfare, safety, or behaviour of staff online to the Headteacher, in line with school Online safety, whistleblowing and child protection policy.

### **Policy Compliance and Breaches**

37. If I have any queries or questions regarding safe and professional practise online, either in school or off site, I will raise them with the DSL/Headteacher.
38. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of children and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
39. I understand that if the school believe that unauthorised and/or inappropriate use of school systems/networks or devices is taking place, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
40. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
41. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**Staff Acceptable Use of Technology Acknowledgement**

**I have read, understood and agreed to comply with Foreland Fields School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....

Date (DD/MM/YY): .....