



## **Acceptable Usage Policy,** **Agreement Form**

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Last Name

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First Name

### **Introduction:**

The Internet links thousands of computer networks around the world, giving Greenholm Primary students/ staff access to a wide variety of computer and information resources.

Greenholm Primary does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a Primary school. Greenholm Primary governors and the network administrators do not condone the use of such materials and do not permit usage of such materials on school equipment.

Greenholm Primary specifically denies any responsibility for the accuracy or quality of information obtained through its Internet supply. We have setup and will continue to keep up to date, several systems to keep unwanted materials away from you. These fail-safes are tested regularly and prove to be above and beyond Legal guidelines, however no system is infallible.

### **Staff Guidelines:**

Members of Staff are expected to follow all guidelines stated below as well as those given verbally by the Senior Management team and ICT Staff. Demonstrating ethical behaviour both within school and at home whilst working with School systems or data on or offsite. All Staff are also expected to realise that the opportunity to use our network and Greenholm Primary School facilities go hand in hand with using computer hardware, software, and the Internet in a responsible manner. All Greenholm Primary Staff are expected to behave responsibly and ethically when representing the school through any digital form.

Any actions that might harm the computer equipment or software, impair its effective use, or show disregard for the proper procedures set up for network access will not be tolerated.

- **Staff may not allow others to use their account name and/or their password. This applies to internal data systems and those cloud accessible.** To do so is a violation of this Acceptable Use Policy, and by signing you accept that misuse still remains your responsibility. **Please logout/lock a machine BEFORE you walk away.**
- **Staff are expected to check all digital work for pupil suitability before sharing with pupils.**
- **Transmission of material, information or software in violation of any school district policy, or local, or national law is prohibited** and is a breach of this Acceptable Use Policy and will incur the investigation of your account and brings the possibility of action as deemed by the HR or Dismissal Policy.
- Staff will take when sending Emails that data is not shared with addresses without permission
- **When working with sensitive data you will be mindful of the surroundings** and visibility of open documents. You will lock access to the screen when you leave workstation.
- **Mobiles phones and mobile communication devices are to be kept with ringers off, and at all times out of sight and reach of students.**
- **No staff will use any non-school owned equipment to record pupils** (including but not limited to, Photos, movies, voice).
- **No staff will bring in personal electronic equipment** with the intention to join it to the network without expressed prior permission, (this includes but not limited to Laptops, USB memory sticks, P.D.A.s, Smartphones, Tablets, wireless enabled gaming devices).
- **Staff will not plug in any equipment** from home or outside sources until it is **Portable Appliance Tested**. (including but not limited to Mobile Phone chargers, CD Players, Personal tablet computers, Mp3 players).
- **Staff will not transmit copyrighted or otherwise sensitive materials via (including but not limited to) Laptops, P.D.A.s, Smartphones, Flash drives, Memory sticks, MP3 players, thumbdrives or online storage services.** This includes but is not limited to both photos and documents. Unless it is authorised by a member of the Admin/ICT team.
- All works created with Greenholm Primary equipment remains the perpetual copyright of Greenholm Primary School. Data Protection issues and retention schedules dictate that **digital works may only be removed from site with Greenholm Primary controlled encrypted storage device**, only when necessary and for the minimum period required. It is staff's responsibility to make sure that this is kept safe and secure. Staff are liable under the data protection act for the loss of sensitive data
- **Any equipment to be connected will be subject to virus scans** as per other network equipment, and school Antivirus policy is zero tolerant and detected suspicious materials will be immediately deleted.

- **Staff will not store photos in any other location than the Photoserver**, due to data protection issues, this **MUST BE UPHOLD**. Some circumstances will indicate that photos may be sensitive, please advise ICT staff for alternative arrangements.
- Greenholm Primary email addresses are provided for work related tasks, **you must refrain from using personal email accounts during working hours**. When staff are provided with personal time during working hours you are expected to keep personal email accounts out of sight from pupils.
- **IT or Management staff are to be advised on any breaches of the Student Acceptable Use Policy** as soon as possible and this recorded by a senior member of staff or head teacher, failure to do so will be considered a breach of this contract.
- It is staff's responsibility to monitor their storage space and routinely clear out unnecessary documents. Where staff are using storage space that is deemed too large, external backups will need to be made.
- **Any incidents accidental or otherwise** (both within and outside school) that may put a member of staff or Greenholm Primary at risk **must be reported and logged by senior staff or the head teacher** as per the e-safety policy.

Any action by a member of Staff that is determined by system administrator or senior management team member to constitute an inappropriate use of the Internet or network at Greenholm Primary or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of this Acceptable Use Policy

#### **Violating the Acceptable Use Policy will result in:**

- **Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate laws,**
- **Restricted network access,**
- **Loss of network access,**

**In order to ensure smooth system operations, the System Administrator has the authority to monitor all accounts including but not limited to; work emails, home drives, removable storage devices used on school equipment. This includes BECTA specified software that will capture and record any infringements of this contract and offences under the Sexual Offences Act 2003 (Section 46).**

Every effort will be made to maintain your privacy and security in this process.

Please note :

*NOT agreeing to this document revokes all Greenholm Primary School's permission for you to use Greenholm Primary computer systems. Using any computer systems without expressed prior permission is a crime under the Computer Misuse Act 1990, including the amendment under the Police and Justice Act 2006, Section 35.*

Please keep the other pages for reference. Return this page for countersigning.  
A copy of the signed page will be kept for our records.

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**Network Access Contract: for staff,**

I understand that when I am using Greenholm Primary computer systems, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either school governors, City, National or International law, Birmingham Grid For Learning, and the Birmingham L.E.A.

My signature below, means that I agree to follow the guidelines set out in this Acceptable Use Policy for authorised computer access at Greenholm Primary.

**Employee: Signature of agreement**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Management: Signature of approval.**

I agree the person named above has read this policy and grant access to the signature provider.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date