# Discovery
## ACADEMY

# E Safety Policy

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## An academy within:

# nexus
## Multi Academy Trust

## "Learning together; to be the best we can be"

This document has been developed to ensure staff within the Academy are aware of their professional responsibilities when using ICT equipment and systems. All staff should follow the guidelines at all times. You are responsible for your behaviour and actions when carrying out any activity which involves using ICT equipment and information systems, either within Academy or at other locations, such as home. ICT equipment and associated technologies include all facilities and resources used to access the Academy ICT network and internet as well as standalone devices with digital storage.

**When using the Academy's ICT equipment and other information systems, I have understood and will comply with the following statements**

- **To be read in conjunction  with the Academy's remote learning policy**

- I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this policy.

- I will access the internet and other ICT systems using an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the internet through my username and password. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems, to the e-Safeguarding champion.

- I will lock my PC screen, Tablet or SMART Device whenever leaving a space accessed by pupils.

- I will ensure that I use a suitably complex password for access to the internet and ICT systems and that I will use a unique password for each system.

- I will not share my passwords with any colleagues or pupils within Academy.

- I will seek consent from the Executive Headteacher/ Head of Academy prior to the use of any new technologies (hardware, software, cloud-based services) within Academy.

- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to the Executive Head teacher/Head of Academy.

- I will take a professional and proactive approach to assessing the effectiveness of filtered internet provision in relation to the educational content that can be viewed by pupils in my care.

- I will not attempt to bypass any filtering and/or security systems put in place by the Academy. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the network manager / e-safeguarding champion/ SIRO (as appropriate)

- I will ensure that all devices taken off site, (laptops, tablets, cameras, removable media or phones) will be secured in accordance with the Academy's Data Protection Registration and any information-handling procedures both on and off site. (see appendix)

- I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and sensitive confidential information. (see appendix)

- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/

other location). Devices will not be stored in a car overnight or left in sight when not in use, e.g. by an open window or on the back seat of a car.

- I will secure any equipment taken off site for Academy trips.
- I will only use Academy-owned or provided portable storage (Encrypted USB sticks) when using information that has sensitive information on e.g. pupil names, addresses etc.
- I will ensure that all information is backed-up so if loss of data occurs vital information is not lost.
- I will ensure that any personal or sensitive information taken off site will be situated on a Academy-owned device with appropriate technical controls such as encryption/ password protection deployed.
- Any information asset, which I create from other information systems, which could be deemed as personal or sensitive will be stored on the Academy network and access controlled in a suitable manner in accordance with the Academy data protection controls. (For example spread sheets/other documents created from information located within the Academy information management system).
- I will not download or install any software from the internet or from any other media which may compromise the Academy network or information situated on it without prior authorisation from the network manager I will return any Academy-owned ICT equipment or software to the relevant individual within Academy (network manager) once it is no longer required.
- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the appropriate authorities.
- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.
- I understand that if I do not follow all statements in this AUP and in other Academy policies relating to the use of ICT equipment I may be subject to disciplinary action in line with the Academy's established disciplinary procedures.

## Social Media
- I must not use personal social media tools to communicate with current or former pupils of the Academy.
- I will not use any social media tools to communicate with parents unless approved in writing by the Executive Headteacher
- Staff must not access social networking sites for personal use during Academy hours.
- If I experience any derogatory or slanderous comments relating to the Academy, colleagues or my professional status, I will take screenshots for evidence and escalate to the Headteacher.

## Managing digital content
- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within Academy.

- I will only use Academy equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the Parent / Carer.

- Under no circumstances will I use any personally-owned equipment for video, sound or images without prior consent from the designated member of staff. (Head Teacher)

- When searching for images, video or sound clips, I will ensure that I or any pupils in my care are not in breach of any copyright law.

- I will ensure that any images, videos or sound clips of pupils are stored on the Academy network and never transferred to personally-owned equipment and not used for anything other than those that parents / carers have given approval for.

- I will ensure that any images taken on Academy-owned devices will be transferred to the Academy network (storage area/server) and immediately deleted from the memory card

- I will model safe and responsible behaviour in the creation and publishing of online content within the Academy learning platform and any other websites. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis and online publishing sites.

### Learning and teaching

- I will support and promote the Academy eSafeguarding policy at all times. I will model safe and responsible behaviour in pupils when using ICT to support learning and teaching.

- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of eSafeguarding and know what to do in the event of misuse of technology by any member of the Academy community.

- I understand the importance of respecting and acknowledging copyright of materials found on the internet and will model best practice in the creation of my own resources at all times.

- When delivering online learning I will follow the related policy.

### Email

- I will use my Academy email address for all correspondence with staff, parents or other agencies and I understand that any use of the Academy email system will be monitored and checked. I will under no circumstances use my private email account for any Academy-related business.

- Communication between staff and pupils or members of the wider Academy community should be professional and related to Academy matters only.

- I will ensure that any posts made on websites or via electronic communication, by either myself or the pupils in my care, will not damage the reputation of my Academy.

- I will not synchronise any Academy email account with a personally-owned handheld device.

- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.

- Emails sent to external organisations will be written carefully and authorised before sending to protect myself. As and when I feel it necessary, I will carbon copy (cc) the headteacher, line manager or another suitable member of staff into the email.

- I will ensure that I manage my email account, delete unwanted emails and file those I need to keep in subject folders.

- I will access my Academy email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention.

**Mobile phones and devices (Including Smart Watches)**

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode during Academy hours and not carried on my person. Smart watches will also be put on silent.

- Bluetooth communication should be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances. Use of mobile phones must be limited to areas where children are not present e.g. staffroom.

- I will not contact any parents or pupils on my personally-owned device.

- I will not use any personally-owned mobile device to take images, video or sound recordings.

## Agreement

I have read and understand all of the above listed points relating to my use of technology within Academy. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

| | |
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| Staff name | |
| Signed | |
| Date | |