



Acceptable User Policy:

For all staff, governors, trustees and external contractors accessing the Trust networks on site or remotely.

The Skylark Partnership (TSP) promotes the positive use of technology and assists in developing pupil's knowledge and understanding of digital devices and the Internet. We ensure that our Trust IT networks are robust and resilient and staff have a duty of care to safeguard pupils when using technology within the Trust. Any misuse of technology by a pupil or member of staff must be reported to a Designated Safeguarding Lead, so an investigation can take place.

This is the Acceptable User Policy (AUP) for The Skylark Partnership. It highlights the do's/don'ts of using all technology in the Trust and shows how we want staff to behave when using IT. The AUP covers the following legislation:

- Malicious Communications Act
- Data Protection Act 2018 (including GDPR)
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

Please read carefully and acknowledge on My Concern that you have read, understand and agree to adhere to these terms.

Using Technology in the Trust

- I will only use the Trust IT systems, external logins and email for Trust related purposes. Other use will be with the permission of a SLT teacher.
- I will monitor the use of all IT in the Trust and report any inappropriate use by pupils or staff to a Designated Safeguarding Lead (DSL).
- I will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, extremist, defamatory or copyright infringing.

Security, Passwords & Copyright

- I will not divulge any Trust related passwords and I will comply with Trust IT security procedures.
- I will use Trust email systems for Trust related communications. I will not use personal accounts for Trust business.
- I will ensure that data is stored securely and in line with the Data Protection Act 2018 (including GDPR).
- I will follow Trust policy with regard to external logins, encrypted data and not storing Trust material on personal IT equipment.

- I will not install software onto the network or mobile devices unless supervised by the Network Manager.

Social Media

- I must maintain my professionalism at all times when using personal social media and not bring the Trust or my profession into disrepute by posting unsuitable comments or media when using these sites.
- I must not use personal social media tools to communicate with current or former pupils under the age of 18.
- I will only use authorised Trust social media accounts to post information to pupils or parents.

Mobile Technologies

- I will ensure that my mobile phone and any other personally-owned device are switched off or switched to 'silent' mode during the working day.
- I will only make or receive calls in specific places e.g. staffroom, workroom during my breaks.
- 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.

Online Professionalism

- I am aware that all network and Internet activity is logged and monitored and that the logs are available to SLT in the event of allegations of misconduct.
- I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos, of pupils, parents or staff on social media or websites in any way which might bring the Trust into disrepute
- I will make sure that my Internet presence does not bring the teaching profession into disrepute and that I behave online in line with the Teacher Standards (2012) and other guidelines from the DfE.
- I will champion the Trust's Online-safety policy and be a role model for positive and responsible behaviour on the Trust networks and the Internet.
- I will not give my home address, phone number, mobile number, personal social networking details or email address to pupils or parents. All communication with parents will be done by authorized Trust contact channels.
- Photographs of staff, pupils and any other members of the Trust community will not be used outside of the internal Trust IT network unless written permission has been granted by the subject of the photograph or their parent/guardian. I will ask the permission of the senior leader (on site) or the proprietor of the building (off site) prior to taking any photographs.