



REDHILL
ACADEMY TRUST

Equality and Achievement

E-Safety Acceptable Use Policy and Guidance Staff and Volunteers

Approving Body	Headteacher
Date Approved	July 2025
Version	V.05
Review Date	July 2028

Academy Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users have an entitlement to safe internet access and at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that academy ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that staff are protected from potential risk in their use of ICT in their everyday work.

The academy will endeavour to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students' learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work.

For my professional and personal safety:

- I understand that the academy will monitor my use of the ICT systems, email and other digital communications that are delivered by school facilities through filtering and third party safety tools
- I understand that the rules set out in this agreement also apply to the use of school ICT systems (e.g. laptops and email) outside of the academy
- I understand that the academy ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the academy
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal or misuse it and I should change my password on a regular basis and understand that I may be requested to do this automatically on a periodic basis
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person who in this instance is the Systems Manager, who will immediately inform the DSL
- When using my own devices to access school email, I will ensure that the device has adequate security installed to prevent unauthorised access by others.

I will be professional in my communications and actions when using academy ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions

- I will ensure that when I take and/or publish images of others I will do so only in accordance with the academy policy on the use of digital/video images and with a school camera. I will not use my personal equipment to record these images. Images will only be published (e.g. on the academy website) where GDPR permissions have been sought and confirmed by the school office
- I will ensure I log out of all ICT systems when I finish using devices in the academy and will not leave any device unlocked and unattended due to the access I have to information and areas such as SIMS, provided by my permissions
- I will only communicate with students, staff and parents using official academy systems. Any such communication will be professional in tone and manner. This includes using only the Park Vale Academy email address (e.g. jbloggs@parkvaleacademy.org.uk) and not third party email providers such as Hotmail, Google mail etc. which are for my personal use
- I will not accept pupils or parents of pupils as 'Friends' on social networking sites or similar - you are also strongly advised against making any connections with any pupils or parents of children who formerly attended this academy and who may be your personal friends outside of the academy – this puts you into potentially dangerous situations where other people are connected or linked to that person and have communications beyond your control
- I will not discuss or make comment about work related topics or colleagues on social networking sites as they may become accessible to unknown users through connections which are beyond my control
- I will never use or share my personal mobile telephone number with pupils or parents or use my own device to contact parents or students in any way at any time
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The Redhill Trust has responsibility to provide safe and secure access to technologies and ensure the smooth running of the Academy:

- If I use my own mobile device to access school email or Office 365 I will ensure that the device is protected with a password or pass-code logon or some other form of physical authentication
- If I need to use a USB stick, I will contact the ICT Support Team to request an encrypted one; I will not use any other USB device in conjunction with school systems
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes). I will delete these emails immediately and notify the Systems Manager of their existence
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not attempt to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials and should this happen I will notify the Systems Manager
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programmes of any type on a network managed device that belongs to the academy, nor will I try to alter settings on this device, unless this is allowed in academy policies. Any requests for new software to be installed are made to the ICT Support Team in the first instance for checking of licence and copyright control
- I will not disable or cause any damage to academy equipment, or the equipment belonging to others
- Paper based Protected and Restricted data must be held in lockable storage and away from students or visitors to the academy
- I understand that the Trust data protection policy requires that any staff or student/pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by academy policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened to the ICT Support team.

When using the internet in my professional capacity or for academy sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos)

I understand that I am responsible for my actions in and out of the academy:

- I understand that this Acceptable Use Policy applies not only to my work and use of academy ICT equipment in school, but also applies to my use of academy ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the academy and that I must comply with GDPR regulations
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to the Local Authority and in the event of illegal activities the involvement of the police.