Acceptable Use Policy Staff



Contents

Con	ntents	3
1.	Introduction	4
2.	Policy Scope	4
3.	Definitions	4
4.	General Statement on Acceptable Usstaff	5
5.	File storage	5
6.	Internet services	6
7.	Mail services	6
8.	Media rights	6
9.	Security	6
10.	Using Social media	6
11.	Teachers' Standards	7
12.	Using a Personal Mobile Device for Work Purposes ("BYQD".)	7
13.	Accessing Trust data off premises.	8
14.	Care of equipment	8
15.	Data Protection	8
16.	Computer security	8
17.	Transferring data away from computer systems	9
18.	Mobile devices	9
19.	Reporting and Consequences of Nonmpliance	10
20.	Policy Status	1.0
21.	Related Policies	10



4. GeneralStatement on Acceptable UseStaff Stala



- 6. Internet services
- 6.1 The Ti4t[3IThs



- communications in social media, use a disclaimer if using social media for personal purposes, and do not use DRET email address, logos or other identification, making it clear that what ȳsu say representative of personal views only.
- 10.2 Connection with students through social media should only take place with a clear purpose agreed in advance by the head teacher.

11. Teachers Standards

- 11.1 The2011 Teachers' Standards apply in all respects for the use of IT by teaching staff. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by
 - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard pupils' wheeling, in accordance with statutory provisions
 - showing toerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal belisfare not expressed in ways which exploit pupils' vulnerability or
 might lead them to break the law. Teachers must have proper and professional regard for the
 ethos, policies and practices of the school in which they teach and maintain high standards in
 their own attendance and punctr3 (o)2.2 (raw T* [(e Tw2s (m)-66t80.7 (s)9.6 9 (p)2.3 (u57 0 Tda(4))



- Some Academies may only allow particular types of device on the system and their decision is final.
- The Trust has no responsibility for supporting any particular type of system. Technology changes and a new type of device may not be compatible with our services, or an older one may no longer be supported.
- The Trust reserves the right to withdraw access to its systems without notice.
- Any personal device used to hold any data belonging to the Trust (including emails) must be password or passcode protected (failure to do so would be misconduct).
- No confidential or personal data (including anything covered by Data Protection Policy) may be



person monitors the account and informs colleagues, or as an alias where lengthen bers of staff receive communication from the shared address. It is the responsibility of the technical support and



- 19. Reporting and Consequences of Normpliance
- 19.1 Non-compliance with this policy may lead to disciplin action being taken.
- 20. Policy Status
- 20.1 This policy does not form part of any employee's contract of employment.
- 21. Related Policies
- 21.1 This policy is related to the following other Trust policies:
 - Data Protection Policy