



Smarden Primary

Staff

Acceptable Use of Technology Policy

Adopted: September 2022
Review: September 2024

Introduction

As a professional organisation with responsibility for safeguarding, all members of staff, governors and volunteers (herein known collectively as 'staff') are expected to use Smarden Primary IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and agree to this 'Acceptable Use of Technology' policy.

This 'Acceptable Use of IT' policy is intended to:

- Outline TKAT's expectations for safe and responsible IT use
- Help staff to manage the potential risks posed
- Ensure that school systems are protected from any accidental or deliberate misuse, which could put the safety and security of our systems or members of the community at risk

This 'Acceptable Use of IT' policy should be read in conjunction with other policies. Those policies and key sections relating to this 'Acceptable Use of IT' policy are listed below:

- [TKAT Code of Conduct](#) - Section 2, 6, 7, 8, 11, 16, 21, 22 and 37
- [IT Security Policy](#) - Section 5, 6, 8 and 9
- Online Safety
- Social Media policy
- [Data Protection policy](#) - Section 14
- Remote Learning policy - Section 2, 3 and 4
- Safeguarding and Child Protection policy - Section 8, 9, 14 and 21

This policy does not provide an exhaustive list; staff should ensure that technology use is consistent with the school's ethos, behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Staff Members will:

- Use the equipment and internet services provided in a professional and appropriate manner and not to bring the academy or trust into disrepute
- Take responsibility for devices issued to them, eg not leave in your car overnight
- Lock and/or sign out of accounts if they are left unsupervised at any location, including at home
- Keep passwords private and secure and not share with anyone
- Maintain a good level of password security following the [Password security policy](#)
- Only use software provided by the school and not attempt to install their own software
- Immediately report any data breaches and hardware faults, damages or losses to SLT and the school based reporting system
- Respect copyright and intellectual property rights; obtain appropriate permission to use content, and if videos, images, text, or music are protected, should not copy, share, distribute or use them

- Contact their Line Manager if they have any questions or queries relating to this policy
- Ensure that they take reasonable measures to protect all school equipment and devices from theft and damage and to use them with care and respect. This includes but is not limited to; not leaving devices on or near heat sources, exposing to potential liquid damage, placing heavy objects on top of devices and blocking ventilation
- Return any academy and/or trust equipment without undue delay upon request or termination of employment contract
- Only store work related files and photos in accounts provided
- Not alter, circumvent or disable any security, filtering and/or system settings with the aim of seeking to gain or provide unauthorised access to websites, resources and/or systems, causing disruption and/or damage to the network(s) and/or information systems
- Not sign up to any service requiring personal information or technical expertise without prior consultation with the Data Protection Champion and IT Team [Leadership]

Smarden Primary will:

- Provide relevant hardware required for their role eg computer devices, phones, tablets, digital cameras etc
- Provide a Google Workspace account, school network login and any other educational logins as required for your role
- Ensure staff are provided with the relevant training to use the above hardware and software correctly
- Manage and monitor the internet filtering and security configurations for your accounts in line with your role
- Report any filtering breaches (such as access to illegal, inappropriate, or harmful material) or inappropriate use to the DSL in line with the Safeguarding policy
- Exercise its right to monitor the use of IT systems that staff have access to, including internet access, the interception of emails and Google Workspace as part of the business interests of the Trust.

If Smarden Primary believes that a staff member's actions are deemed unprofessional or inappropriate and are in breach of points outlined in this policy and other policies noted above, it may invoke its disciplinary procedures as outlined in the [TKAT Code of Conduct](#). If the school suspects criminal offences have occurred, the police will be informed.

Instructions - Staff should then sign the policy document below

I confirm I have read and understood this Acceptable Use of Technology Policy.

Name	
Date	

