



# Acceptable Use Policy for Staff

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Applicable from 01 September 2022

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## 1. What is an Acceptable Use Policy (AUP)?

We ask all staff to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using academy networks, connections, internet connectivity and devices, cloud platforms and social media (both when on our academy sites and outside of school).

I will be asked to sign it when I join Co-op Academies Trust, at the start of every academy year, and any other time changes are made.

## 2. Who does this AUP apply to?

This AUP applies to all staff employed by Co-op Academies Trust, including those on permanent & temporary contracts of employment, agency staff and contractors.

## 3. Why do we need an AUP?

All colleagues have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in our Trust's Online Safety Policy.

## 4. Where can I find out more?

All colleagues must read our Trust's full Online Safety Policy for more detail on our approach to online safety.

If you have any questions about this AUP or our approach to online safety, please speak to your academy's Designated Safeguarding Lead or your Headteacher / Principal, or your Regional Safeguarding Lead.

## 5. What am I agreeing to?

1. I have read and understood our Trust's full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. If I have any concerns regarding the conduct of other adults or children in relation to the Online Safety Policy or Acceptable Use Policies, I will raise these to my Headteacher / Principal without delay.

2. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher/Principal (if by an adult).
3. During remote learning:
  - I will not behave any differently towards students compared to when I am in school. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the academy, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.
  - I will not attempt to use a personal system or personal login for remote teaching or set up any system on behalf of the academy without SLT approval.
  - I will not take secret recordings or screenshots of myself or pupils during live lessons.
  - I will conduct any video lessons in a professional environment as if I am in school. This means I will be correctly dressed and will choose a neutral background, or use the Google Meet function to blur or change my background. The camera view will not include any personal information or inappropriate objects and where possible to blur or change the background, I will do so.
  - I will complete the issue log for live lessons if anything inappropriate happens or anything which could be construed in this way. This is for my protection as well as that of students
4. I understand that in past and potential future remote learning and lockdowns, there is a greater risk for grooming and exploitation as children spend more time at home and on devices; I must play a role in supporting educational and safeguarding messages to help with this.
5. I understand the responsibilities listed for my role in our Trust's Online Safety Policy. This includes promoting online safety as part of a whole school approach in line with the Relationship, Sex & Health Education (RSHE) curriculum, as well as safeguarding considerations when supporting pupils remotely.
6. I understand that academy systems and users are protected by security, monitoring and filtering services, and that my use of academy devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored/captured/viewed by the relevant authorised staff members.

7. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media, e.g. by:
  - not sharing other's images or details without permission
  - refraining from posting abusive, threatening or violent comments about others, regardless of whether they are members of the academy community or not.
8. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than academy-approved and academy-monitored ways, which are detailed in our Trust's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same to the headteacher. Note: it is acknowledged that colleagues may have genuine friendships and social contact with parents/carers of pupils, independent of the professional relationship (see para 12.9 of the Code of Conduct)
9. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the Online Safety Policy and Social Media Policy. If I am not sure if I am allowed to do something in or related to the academy, I will not do it and seek guidance from the DSL.
10. I understand the importance of upholding my online reputation, my professional reputation and that of the academy / Trust, and I will do nothing to impair either. More guidance on this point can be found in our Trust's Social Media Policy.
11. I agree to adhere to all provisions of our Trust's [Data Protection Policy](#) at all times, whether or not I am on site or using an academy / Trust device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify my academy's GDPR Ambassador or my Headteacher / Principal if I suspect a breach. I will only use complex passwords and not use the same password as for other systems.
12. I will not store academy-related data on personal devices, storage or cloud platforms (other than through our Trust's G-Suite applications). USB keys, if allowed, will be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.

13. I will never use academy devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
14. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the academy. I will not browse, download or send material that is considered offensive or of an extremist nature.
15. I will follow the guidance in the safeguarding and Online Safety Policy for reporting incidents: I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.
16. I understand that breach of this AUP and/or of our Trust's Online Safety Policy may lead to investigation under the Disciplinary Procedure and where appropriate, referral to the relevant authorities.

## 6. Review

This AUP is reviewed once every three years, or sooner if required.

### To be completed by the user

I have read, understood and agreed to this Policy. I understand that it is my responsibility to ensure I remain up to date and read and understand our Trust's Online Safety Policy and Social Media Policy.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of this signed Acceptable Use Policy should be placed on the colleague's HR file. If the academy has an electronic signing system, an appropriate alternative record must be maintained.