





Lumen Learning Trust

Learning together for a brighter future

ICT User Agreement: Staff, Volunteers, Directors, Governors & Contractors

DATE APPROVED	25 th May 2018		
REVIEW DATE Biennial	May 2019 This policy will normally be under a two yearly review, but with the introduction of the Data Protection Act 2019 following Brexit, the review period has been shortened in the first instance.		
SIGNED EXECUTIVE PRINCIPAL		DATE	25 th May 2018
SIGNED CHAIR OF DIRECTORS		DATE	25 th May 2018

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1. Aims & Background

This ICT user agreement covers the use of all digital technologies while *in school* including:

- Email
- Internet
- Intranet
- Network resources
- Learning platform
- Software
- Communication tools
- Social networking tools
- School website
- Apps
- Other relevant digital systems provided by the school or Local Authority
- Other information or systems processors
- Bring your own device (BYOD) hardware used to access any of the above

This ICT user agreement also covers school issued equipment (as logged on the asset register) when used *outside of school* including:

- iPads taken on school trips
- Online systems provided by the school such as VPN or webmail
- Other systems providers when accessed from outside school

This ICT user agreement also covers posts made on:

- any non-school official social media platform or app, made from outside the school premises or school hours which reference the school or which might bring staff members or governors professional status into disrepute

The school regularly reviews and updates with the assistance of the DPO, all user agreement documents to ensure that they are consistent with current school policies as listed at the end of the agreement.

2. User Requirements

School employees, governors, and third party staff using school systems must comply with the requirements below. Failure to do so could possibly mean disciplinary procedures being started.

Please note that school systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when in school and on all school devices whether in school or otherwise may be subject to monitoring.

- a) I will only use the school's ICT resources and systems for professional purposes or for uses deemed 'reasonable' by the Headteacher and Local Governing Body in the line of my employment.
- b) I will set strong passwords, following advice provided by the school or its ICT Support function. I will change it frequently.
- c) I will not reveal my password(s) to anyone.
- d) I will not use anyone else's password if they reveal it to me and will advise them to change it.
- e) I will not allow unauthorised individuals to access email / internet / intranet / network / social networks / mobile apps / or any other system I have access to via the school or other authority or processing system.
- f) I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols, and retention policy.
- g) I will not engage in any online activity that may compromise my professional responsibilities.
- h) I will only use the schools approved email system(s) for any school business.
- i) I will only use the approved method/s of communicating with pupils or parents/carers and will only communicate with them in a professional manner and on appropriate school business.
- j) I will not support or promote extremist organisations, messages or individuals.
- k) I will not give a voice or opportunity to extremist visitors with extremist views.
- l) I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- m) I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the Headteacher.
- n) I will not download any software or resources from the internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed. I will seek advice from the School Office and/or ICT Support function.
- o) I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- p) I will not transfer documents created and/or used within the Trust to, or allow use of these documents by, external organisations or persons without the express consent of the Executive Principal. This includes documents created by me or any other Lumen Learning Trust employee. Both as an existing Lumen staff member, or as an ex-employee, I am aware that I am prohibited from using the intellectual property of the Trust in any non-Trust endeavour.
- q) I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other malware systems.
- r) I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.
- s) I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the appropriate system or staff-only drive within school.
- t) I will only I take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc. will not identify students by name, or other personal information.
- u) I will use the school's Learning Platform or online cloud storage service in accordance with school protocols.
- v) I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role, and will create a distinction between the two.
- w) I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.

- x) I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- y) I will only access school resources remotely (such as from home) using the school approved system and follow e-security protocols to interact with them.
- z) I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- aa) I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- bb) I am aware that under the provisions of the GDPR (General Data Protection Regulation), my school and I have extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil data that is not in line with the school's data policy and adequately protected. The school's data protection officer must be aware of all data storage.
- cc) I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the relevant Senior Member of Staff / Designated Safeguarding Lead.
- dd) I understand that all internet and network traffic / usage can be logged and this information can be made available to the Headteacher / Safeguarding Lead on their request.
- ee) I understand that internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- ff) I understand that I have a responsibility to uphold the standing of the teaching profession and of the school, and that my digital behaviour can influence this.
- gg) *Staff that have a teaching role only:* I will embed the school's online safety / digital literacy / counter extremism curriculum into my teaching.

3. Links with Other Policies

I understand that this user agreement is linked to the schools:

- Freedom of information publication scheme
- Email Security and Etiquette Guidance
- GDPR/Data Protection Policy
- Document Retention Policy
- Breach Management Policy
- Asset Management Recording Policy
- Disaster Recovery/Business Continuity Planning and Risk Register
- Safeguarding and Child Protection Policy

4. Agreement Form

User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible ICT user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

SignatureDate

Full Name (printed)

Job title / Role

Authorised Signature (Headteacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature Date

Full Name (printed)