



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

STAFF (AND VOLUNTEER) ACCEPTABLE USE POLICY

New technologies have become integral to the lives of children and young people in today's society, both within college and in their lives outside college. The internet and other digital information and communication 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 should have an entitlement to safe internet access 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 College 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 college will try 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 college 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 with young people.

For my professional and personal safety:

- I understand that the college will monitor my use of the ICT systems, e-mail and other digital communications.
- I understand that the rules set out in this agreement also apply to use of college ICT systems (e.g. laptops, e-mail, VLE etc) out of college.
- I understand that the college ICT systems are primarily intended for educational use and that I will only use the systems for personal use within the guidance published along with this policy. If I have a college laptop for staff, I will not allow it to be used by anyone who is not a member of Callington Community College staff.
- 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 will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using college 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 ensure the correct permissions have been sought and will follow the College's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the college website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in college using the college VLE in accordance with the college's policies (See E-Safety and Communication Policies).
- I will only use broadcast media, such as skype, video-conferencing and ichat in accordance with college policy.
- I will only communicate with students and parents/carers using official college systems. Any such communication will be professional in tone and manner. Any electronic communication with parents/carers or students must use the college email systems and use of personal email for this is prohibited. When conducting any college business the college e-mail should be used (with the exception of specialist areas such as The Beauty College, Training School and the Space Centre).

- I will not engage in any on-line activity that may compromise my professional responsibilities.
- If I use a college laptop and other devices within another establishment I will adhere by their acceptable use policies as well as this policy.

The College and the Local Authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the college:

- When I use my personal hand-held/external devices (PDAs/laptops/mobile phones/USB devices etc) in college, I will follow the rules set out in this agreement, in the same way as if I was using college equipment. I will also follow any additional rules set by the college about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any attachments to e-mails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- 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 try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have prior permission from the Network Manager) 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 machine, or store programmes on a computer, unless it is an update for a preinstalled piece of software or software needed to run printers and scanners etc. I will not try to alter computer settings.
- I will not disable or cause any damage to college equipment, or the equipment belonging to others.
- I will adhere to the College Data Protection Policy.
- I understand that data protection policy requires that any staff or student 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 college 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.

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

- I will ensure that I have permission to use the original work of others in my own work by checking copyright statements and will acknowledge the source I have used.
- Where work is protected by copyright, I will not download or distribute copies as this would be breaking the law (including music and videos).

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

- I understand that this Acceptable Use Policy applies not only to my work and use of college ICT equipment in college, but also applies to my use of college ICT systems and equipment out of college and my use of personal equipment in college or in situations related to my employment by the college.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, there could be serious consequences depending on the nature of the breach. In serious cases I could be subject to disciplinary action including a warning, a suspension, a referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the college ICT systems (both in and out of college) and my own devices (in college and when carrying out communications related to the college) within these guidelines.

Staff / Volunteer Name:.....

Signed:.....

Date:.....