



## **STAFF ICT ACCEPTABLE USE POLICY**

**Please read in conjunction with the COVID-19 re-opening risk assessment published on our website and with the Home Learning guidelines for teachers in Appendix 1**

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications 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. We understand the requirements of confidentiality, integrity, and availability for the personal data we process.

This Acceptable Use Policy is intended to ensure:

- that staff, governors and anyone using the school ICT systems will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school 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, including remote learning.

The school will endeavour to ensure that all staff and visitors will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and visitors to agree to be responsible users.

### **Acceptable Use Policy Agreement**

I understand that I must use school 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 including students. 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 students in my care in the safe use of ICT and embed e-safety in my work with the students.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email, file storage and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. iPads, email, Virtual Learning Environment (VLE) etc.) out of school and during remote learning.
- I understand that the school ICT systems and equipment are for educational use primarily, my personal use should be kept to a minimum and should not interfere with work commitments.
- 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 Jacklyn Turner, who is the Designated Safeguarding Lead and eSafety Co-ordinator or to any other appropriate member of staff.

I will be professional in my communications and actions when using school 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 will demonstrate and appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images.
- Where images are published (e.g. on the school website/VLE, twitter feed) it will not be possible to identify those who are featured by full their name, or other personal information.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will keep my private social media accounts on the highest privacy settings to prevent them being accessed by students.
- I will only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will not use my school email address for personal matters

The school has the responsibility to provide safe and secure access to technologies

Reviewed and updated October 2020

Staff ICT Acceptable Use Policy Agreement 20.21

and ensure the smooth running of the school:

- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that any data that I work on locally on my IPAD is regularly saved into a secure school network folder and ensure it is regularly backed up and appropriately secured.
- I will not try to upload, download or access any materials which are illegal (eg. 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 attempt to transfer 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, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment or the equipment belonging to others.
- I understand that in line with Data Protection (GDPR) there are a number of associated policies which outline the requirement that any staff or student/pupil 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 school policy to disclose such information to an appropriate authority. These policies are:
  - Privacy Notice for Parents
  - Privacy Notice for Pupils
  - Privacy Notice for Employees
  - Information and Records Retention Policy
  - Data Protection Policy
- I will immediately report any damage or faults involving equipment or software, however this may have happened, to the Head of IT (Sarah Bramley-Dymond).
- I understand that when engaging the services of an App or cloud based service that is processing personal data that, with the engagement of IT Support, we ensure that they use appropriate technical and organisational measures, by inspecting their GDPR or privacy policies. I will also inform

the Compliance Officer to ensure the service or App is logged on our IT Systems and Apps Register.

- I understand that the use of USB sticks to transfer personal and confidential data is prohibited unless the storage device has been encrypted or pseudonymisation has been carried out by IT Support.
- I will report any and all breaches of personal data in line with the school's Data Breach Policy. The Data Breach Policy should be read in conjunction with this document.
- I understand that when I am using a personal device (PC, laptop or tablet) I will:
  - Log out when I leave my device, especially if I share the device with a family member
  - Turn off my microphone when I finish a live session – if I am delivering remote learning
  - Ensure my device is password protected
  - Not save any school data on my personal device and check my download folder does not hold any school data
  - Not ignore the Windows or Mac upgrades as they have important security patches
  - Ensure virus protection on my PC or laptop is up-to-date – Bitdefender has a free version
  - Not access school systems using free unsecured WiFi or VPNs
  - Not send sensitive information over email – I will save it in OneDrive and share access that way. If I need help with this, I will contact a Digital Leader (or equivalent in the Junior School)
  - Contact Lucy Malt or IT as soon as possible if my device is stolen, hacked or I think someone has accessed school data.

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

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

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

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal

equipment in school or in situations related to my employment by the school.

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension or termination of employment in line with the school's disciplinary procedures. In the event of illegal activities, the school may involve the Police.

**Sarah Bramley-Dymond/Thelma Howell/Elizabeth Fry/Bisola Ezobi  
Reviewed October 2020**

## **Staff ICT Acceptable Use Policy 2020**

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

Staff Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix 1**

### **Home Learning Guidelines for Teachers**

#### **Purpose:**

The following guidelines have been drawn up to ensure clarity and consistency of approach should the school be closed and students required to learn from home.

It is intended that a skeleton curriculum is maintained and, as far as possible, student progress should not be negatively impacted.

#### **Teachers:**

For Years 7-10 a skeleton timetable has been created. For each subject on this timetable a home learning task or live session (face-to-face or online conversation) should be set and notified via The Hub. This must be posted by 8.30am on the morning of the session or work.

For Year 11, 12 and 13, it is envisaged that Microsoft Teams will be used to deliver lessons wherever possible. This could be through face-to-face contact, screen sharing to show PowerPoints or online conversations. Lessons should take place as per the normal timetable with the lesson being set as a task through The Hub.

Please note that home learning lessons will be at the following times:

Lesson 1 9.15 - 10.15am

Lesson 2 10.30 - 11.30am

Lesson 3 11.45am - 12.45pm

Lesson 4 1.45 - 2.45pm

Lesson 5 3.00pm - 4.00pm

#### **Protocols for live sessions:**

1. For a live session, students will need to be invited to join a Microsoft Teams meeting or live chat via the calendar.
2. When using face-to-face live sessions, you must record your session. This will also allow students to view the session at a later time if needed.
3. When a live session is finished, you must remember to hang up using the red phone icon.
4. When delivering lessons remotely using Microsoft Teams, teachers must be professionally dressed.
5. You must ensure your live session takes place in an environment that is quiet, safe and free from distractions. Please be mindful of any background that will appear in the video.
6. Any live sessions must take place as per the skeleton timetable and within core school hours (8.30am-4.30pm).
7. Please communicate any academic or behavioural concerns about a live session directly to Laura Beynon.

Reviewed and updated October 2020

Staff ICT Acceptable Use Policy Agreement 20.21

8. Please communicate any pastoral concerns arising from a live session directly to Jackie Turner.
9. For some subjects it may be necessary for staff to have one-to-one conversations with students using Microsoft Teams (for example, to provide feedback on examination preparation in Art or Textiles, or on IAs or EEs). In these instances, please ensure the session is recorded and that you follow all of the above protocols for a live session.
10. Should a teacher be unwell and therefore unable to deliver or plan online lessons or should compassionate leave be required they should contact DSM, TJH and your HoD using the school e-mail as soon as possible and at the very latest by 8.00am the start of the school day affected. If able, the member of staff should set a home learning task in place of a live session and alert their class that they are unable to teach the session. Independent work should be set as per the timetable if at all possible. If the member of staff is unwell and unable to send a message to their groups they should contact TJH who will aim to ensure that students are aware not to expect a session.

### **Running a live session:**

1. Live sessions using Microsoft Teams may last for any amount of time up to an hour. For example, teachers may have content to explain for 20 minutes before they ask students to work independently for 20 minutes, returning to live conversation at the end of the lesson. Teachers should use the software as it is needed and not feel that all live sessions need to be a full hour of face to face delivery.
2. Live sessions may take a number of different forms including: live online conversations using the Chat feature of Microsoft Teams, a pre-recorded film of a teacher talking, a modelled practice paper where the camera is facing the teacher filling in their answers whilst explaining what they are doing or a Powerpoint with pre-recorded explanations. Teachers are encouraged to be flexible to suit their skill set and the needs of the students they are teaching.
3. Live sessions may not always be appropriate for Year 11, 12 and 13 lessons. Teachers should use their judgement regarding a balance of live contact and independent work for these year groups.
4. You should take a register in a live session by noting down any absentees for your own records. Please also keep records of work submitted by students as you usually do.

### **Protocols for home learning tasks:**

1. Work set should reflect the length of the lesson.
2. Wherever possible, work set should reflect the normal curriculum objectives. (It is understood that learning activities will differ from those in a classroom setting).
3. Teachers can use: assignments on The Hub, live chat on The Hub, One Drive, One Note and Clickview to develop online learning activities.
4. Teachers should take into account adaptations to home learning for students on the SEND list/G&T register to ensure that they are able to access the work and that there are appropriate expectations of the work they will produce.

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Staff ICT Acceptable Use Policy Agreement 20.21



5. Teachers should give timely feedback on work that is submitted to them via The Hub and should aim to respond to student questions within 48 hours. Feedback should be given during the core school day (8.30am-4.30pm)

**Heads of Department:**

1. Should create an area within their department Hub pages called Home Learning. This is where all lesson material for the department for home learning should be posted. This will help to ensure that HODs can oversee the consistency and quality of work being set.
2. Should regularly check in with their teams to ensure that staff are consistent in their approaches and to pick up on any potential concerns early on.
3. Should provide support to colleagues in their teams to ensure that work is provided as required.

**Pastoral responsibilities:**

1. PDW will send a message to all students each Monday and Friday morning in place of whole school assembly.
2. Heads of Year will aim to contact their year group with a message once each week. This may be on their normal assembly day.

**Students:**

1. Should log in to The Hub by 8.45am each day to pick up the work that has been set for them. As far as possible, they should complete this work on the day it has been set to ensure a structure to the day.
2. Must complete all set work.
3. Must use The Hub online chat, Microsoft teams or e-mail as instructed to communicate with their teachers and ask questions if they do not understand.
4. Must sign off and submit work they have completed as per their teacher's instructions.
5. If invited to join a live 'Teams' conversation, students must be suitably dressed and in a public room, i.e. not a bedroom (see Home Learning Responsible User Agreement)
6. If a student has an urgent pastoral concern, they should contact their tutor and copy in their Head of Year.

**Parents:**

1. Should encourage and support their child's/children's work including finding an appropriate place for them to work and checking that set work is completed by the end of each day.
2. Should contact the subject teacher if there are any concerns
3. Should follow the guidance in the Parental Guide to Home Learning

**Further guidance on using online tools:**

All teaching staff are equipped with an iPad which they can take home. These have cameras and microphones allowing the possibility of online teaching.

Available tools to enrich home learning include:

- Video lesson according to skeleton timetable using Microsoft Teams
- Narrating a presentation and publishing to The Hub
- Podcasts
- Interactive Clickview videos
- School subscribed software and platforms e.g. Hegarty Maths, Linguascope
- Online school library resources

### **Safeguarding:**

This guidance document is supported by the safeguarding policy in place at Redmaids' High School. Specific additions to note:

- Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons is between the teacher and the pupils alone.
- Size of groups for home learning: The recommended minimum group size for a video session is three students. However, there may be sessions where one-to-one video sessions are required. This may be applicable when only one student takes a given subject, or when individual feedback is necessary. These sessions should be scheduled in advance on Microsoft Teams and staff should inform Jackie Turner in advance, and the video session must be recorded.
- Staff registering for any software/platforms must do so with their school e-mail address.
- If you are using a personal device (PC, laptop or tablet) please ensure that you:
  - Log out when you leave your device, especially if you share the device with a family member
  - Turn off microphones when you finish a live session
  - Ensure your device is password protected
  - Do not save any school data on your personal device and check your download folder does not hold any school data
  - Do not ignore the Windows or Mac upgrades as they have important security patches
  - Ensure the virus protection on your PC or laptop is up-to-date – Bitdefender has a free version
  - Do not access school systems using free unsecured WiFi
  - If you need to send sensitive information over email - save it in OneDrive and share access that way. If you need help with this, please contact a Digital Leader (or equivalent in the Junior School)
  - If your device is stolen, hacked or you think someone has accessed school data please contact Lucy Malt and IT as soon as possible

### **Training videos:**

<http://hubredmaidshigh.fireflycloud.net/training/remote-working-/microsoft-teams>

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**Additional documentation:**  
Home Learning Agreement  
Parental Guide to Home Learning

**Laura Beynon March 2020**

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