

## Acceptable Use Policy (All Members of Staff)

The primary purpose of this Acceptable Use Policy is to safeguard pupils and staff in Jersey schools and youth projects. It details the actions and behaviours that are required from members of staff in order to maintain an e-safe environment and is based on both prior documentation and current best practice drawn from a wide range of sources. This document has been approved by senior management at DfESC and in schools, as well as by the teaching unions in Jersey.

**You must not use any ICT on-site until you have signed this document.**

1. I will respect all DfESC ICT equipment / facilities. I will report any faults that I find and any damage that I accidentally cause.
2. I agree to abide by the site's policy in respect of any of my own ICT equipment that I bring on-site. The Head Teacher / Youth Project Leader may provide blanket permission for his / her staff's home-owned ICT devices to be brought on-site but this permission may be withdrawn by the Head Teacher / Youth Project Leader or a DfESC officer on an individual basis. If the Head Teacher / Youth Project Leader or a DfESC officer believes that an ICT device is being used in an inappropriate or illegal manner on-site then the Head Teacher / Youth Project Leader or DfESC officer may request permission for that device to be monitored. Failure to grant permission for monitoring may result in the withdrawal of permission to bring the device on site.
3. I am familiar with the current DfESC Data Protection Policy and I agree that I am responsible for the security of all personal data that is in my possession. I agree that all personal data that relates to an identifiable person and is stored or carried by me on a removable memory device will be encrypted or contained within password-protected files to prevent unauthorised access.
4. I am responsible for my use of my own log-in details: I will not knowingly allow any other person to use my log-in details and if I suspect that my log-in details have become known to others then I will immediately ask for these details to be changed.
5. I agree that my use of DfESC ICT equipment / facilities will be monitored and may be recorded **at all times**. I understand that the results of all such monitoring and recording may be shared with other parties if I break the terms of this Acceptable Use Policy.
6. I will not deliberately attempt to access any unsuitable websites, services, files or other resources (see Additional Guidelines, appended, paragraph f) when on-site or using DfESC equipment / facilities. I understand that I may temporarily access blocked websites, services and other online resources **only** using tools that are provided by DfESC. I agree that I will not display blocked websites, services and other resources to others until I have fully assessed the materials and have found them to be entirely suitable for the intended audience.
7. I agree that the provision of DfESC ICT equipment / facilities is for educational purposes although limited personal use is permitted provided that this is not done during normal working time and does not contravene any of the other rules in this document.
8. I am aware that downloading copyright materials (including music and video files) without paying the appropriate licence fee is often a criminal act. I am aware that any involvement in criminal acts in relation to the use of ICT on-site or using DfESC equipment / facilities may result in appropriate disciplinary or legal action. I will not deliberately engage in these acts.
9. I will not deliberately view, send, upload or download any material that is unsuitable (see paragraph f) for the school / youth project environment while I am in that environment or using any DfESC ICT equipment / facilities. If I accidentally encounter any such material then I will immediately close (but not delete, in the case of emails) the material and report it to my E-Safety

Co-ordinator or a senior member of staff. I will not be penalised if I view unsuitable material accidentally and by reporting such incidents I will help to improve e-safety. If I am in any doubt about the suitability of any material, or if a colleague raises any doubts, then I will not (re)access the material without the agreement of my E-Safety Co-ordinator. I will not access material that my E-Safety Co-ordinator has rated as “unsuitable”.

10. Unless specifically authorised to do so I will not disclose any of my personal details (other than those that identify me professionally) nor log any such details on websites while using DfESC ICT equipment / facilities: if I disclose any additional personal details contrary to this instruction then I agree that these details can be recorded and that I will not hold DfESC or my school / youth project responsible for maintaining the security of the details that I have disclosed.

11. I agree that professional standards of communication will be maintained at all times when using DfESC ICT equipment / facilities.

### **Additional e-safety guidelines for members of staff**

a) Be very cautious about responding to communications from unknown senders.

b) Do not use bulk emailing (including Reply All) unnecessarily as this increases data traffic.

c) Be cautious when meeting somebody who you have previously only known online: online identities are easy to fake and the person you are meeting may not be who he / she claims.

d) Remember that everything you do in cyberspace leaves a “digital footprint”. If you post a silly or potentially embarrassing photograph of yourself online then that image may be copied, modified and distributed far beyond your control and for a long time into the future. It is frequently impossible completely to remove any material that is uploaded to the Internet.

e) The use of external social networking sites to establish school / youth project communities must be treated with caution as the security of such sites, and any comments or materials posted on them, cannot be guaranteed and may leave staff open to accusations of inappropriate behaviour. Online school / youth project communities can be established more safely within the DfESC Virtual Learning Environment.

f) “Unsuitable” material is firstly defined as any material that would be so rated by a reasonable professional judgment. If any pupil / student / young person is offended by any displayed or accessed material then this matter must be reported to the site’s E-Safety Co-ordinator who (in consultation with the DfESC E-Safety Officer if necessary) will make a formal assessment about whether or not the material is “unsuitable”. Material that has been formally rated as “unsuitable” must not be accessed, viewed or displayed using DfESC equipment / facilities.

g) Do not hesitate to ask for help if you need advice about any aspect of e-safety as it relates to your professional duties. Email support is available from [esafety@gov.je](mailto:esafety@gov.je).

### **Staff Declaration**

I confirm that I have read and agree to be bound by the rules that are set out in this document. I realise that any contravention of the rules set out in this document may result in penalties being applied and will, in serious cases, result in a disciplinary procedure and / or dismissal.

**Staff Signature:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_

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

Tick here to confirm that a copy of this document has been given to the signatory.

Signature of manager providing the copy: \_\_\_\_\_