

BOA Stage & Screen Production Academy

Acceptable Use Agreement – ICT and Internet

For all staff accessing the Academy network or information stored therein on site or remotely.

BOA Stage & Screen Production Academy promotes the positive use of technology in school and assists in developing pupils' knowledge and understanding of digital devices and the Internet. We ensure that our Academy IT network is robust and resilient and staff have a duty of care to safeguard pupils when using technology in BOA Stage & Screen Production Academy.

Any misuse of technology by a pupil or member of staff must be reported to the Designated Safeguarding Lead, so an investigation can take place.

Any suspected personal data breach must be reported immediately to the Data Protection Lead or Data Protection Officer.

This is the Acceptable Use Policy (AUP) for our Academy. It highlights the do's/don'ts of using all technology in the Academy and shows how we want staff to behave when using IT. The AUP covers the following legislation:

- Malicious Communications Act
- Data Protection Act 1998
- General Data Protection Regulation (GDPR) 2018
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

Please read carefully and sign at the bottom to show you agree to these terms.

Using Technology in BOA Stage & Screen Production Academy

- I will only use BOA Stage & Screen Production Academy IT systems, external logins and email for Academy-related purposes. Other use will be with the permission of a member of SLT.
- I will monitor the use of all IT in the Academy and report any inappropriate use by pupils or staff to the Designated Safeguarding Lead (DSL).
- I will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, extremist, defamatory or copyright infringing.

Security, Passwords & Copyright

- I will not divulge any Academy-related passwords and I will comply with BOA Stage & Screen Production Academy IT security procedures.
- I will use BOA Stage & Screen Production Academy email systems for Academy-related communications. I will not use personal accounts for Academy business.
- I will ensure that all personal data/information is stored and transported only on password-protected and encrypted storage devices/ media. I will ensure Personal data and information is always stored securely and only shared or copied in line with the General Data Protection Regulation, BOA Stage & Screen Production Academy's privacy statements and data protection policy. I will follow BOA Stage & Screen Production Academy policy with regard to external logins, encrypting data and not storing Academy material on

personal IT equipment unless stated otherwise. I will avoid printing copies of personal data unless I have somewhere secure to store it.

- If I wish to share personal information/data with any third party I will first seek permission from the data protection lead and complete a full impact assessment.
- I will not install software onto the network or mobile devices unless supervised by the Network Manager or IT support staff.

Social Media

- I will maintain my professionalism at all times when using personal social media and not bring the Academy or my profession into disrepute by posting unsuitable comments or media when using these sites.
- I will not have contact through any personal social medium with any student, whether from BOA Stage & Screen Production Academy or otherwise unless the students are family members.
- I will not represent my personal views as those of BOA Stage & Screen Production Academy on any social medium.
- I will not discuss personal information about students, BOA Stage & Screen Production Academy staff and other professionals I interact with as part of my job on social media or any other similar platform.
- I will not create social media accounts or sites to use for Academy business without first securing approval from a member of SLT and sharing administrative login details with the IT manager.
- I will only use authorised BOA Stage & Screen Production Academy social media accounts to post information to pupils or parents.
- On leaving BOA Stage & Screen Production Academy service, I will not contact BOA Stage & Screen Production Academy students by means of personal social media sites. Similarly, staff members must not contact students from their former educational institutions by means of personal social media.
- I will ensure I set the privacy levels on my personal social media sites as strictly as possible to protect my privacy.
- I will at all times act in the best interests of children and young people when creating, participating in or contributing content to social media sites.

Mobile Technologies

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode when I have directed time with pupils. I will only make or receive calls in specific places e.g. office, workroom.
- I will not contact any parents/carers or pupils on my personally-owned device using anything but Academy-sanctioned, controlled and secured applications.
- I will not use my personally owned device to phone parents/carers of pupils without the permission of a member of SLT. If I must use my personal device for this purpose I will ensure my number is hidden, that I delete the dialled number from my device after the call, and that I keep a record of when the call was made, who was spoken to and what the content was.
- I will not use any personally-owned mobile device to take images, video or sound recordings using anything but Academy sanctioned, controlled and secured applications.
- I will ensure that all Academy data on personal devices is password protected and that I have agreed for the IT support staff to erase and wipe data off my device, if it is lost and/or as part of my exit strategy.

Online Professionalism

- I am aware that all network and Internet activity is logged and monitored and that the logs are available to SLT in the event of allegations of misconduct.
- I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos, of pupils, parents or staff on social media or websites in any way which might bring the Academy into disrepute.
- I will make sure that my Internet presence does not bring the teaching profession into disrepute and that I behave online in line with the Teacher Standards (2012) and other guidelines from the D of E.
- I will champion the Academy’s e-safety policy and be a role model for positive and responsible behaviour on the Academy network and the Internet.
- I will not give my home address, phone number, mobile number, personal social networking details or email address to pupils. All communication with parents should be done by authorized BOA Stage & Screen Production Academy contact channels.
- Photographs of staff, pupils and any other members of the BOA Stage & Screen Production Academy community will not be used outside of the internal Academy IT network unless written permission has been granted by the subject of the photograph or their parent/guardian. I will ask the permission of the Head Teacher (on site) or the proprietor of the building (off site) prior to taking any photographs.

Signed:

Name:

Date:.....