



1.7 The Rocking Horse Staff Acceptable Use Policy

For staff (including visitors/volunteers) who access school ICT systems

Policy statement

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use The Rocking Horse IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand The Rocking Horse expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that the school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within The Rocking Horse both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage, remote learning and online and offline communication technologies.
2. I understand that The Rocking Horse Acceptable Use of Technology Policy (AUP) should be read and followed in line with our Staff Code of Conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with The Rocking Horse ethos, it's staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of The Rocking Horse Devices and Systems

4. I will only use the equipment and internet services provided to me by The Rocking Horse for example Rocking Horse provided laptops, tablets, mobile phones, and internet access, when working with learners
5. I understand that any equipment and internet services provided by my workplace is intended for education purposes or professional use and should only be accessed by members of staff. Personal use of setting IT systems and/or devices by staff is not allowed.

Data and System Security

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
 - I will use a 'strong' password to access The Rocking Horse systems.
 - I will protect the devices in my care from unapproved access or theft.
7. I will respect The Rocking Horse system security and will not disclose my password or security information to others.
8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the Manager.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the Manager.
10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the The Rocking Horse information security policies.
 - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the Rocking Horse site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by The Rocking Horse.
11. I will not keep documents which contain The Rocking Horse related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones.

12. I will not store any personal information on The Rocking Horse IT system, including Rocking Horse laptops or similar device issued to members of staff, that is unrelated to The Rocking Horse activities, such as personal photographs, files or financial information.
13. I will ensure that The Rocking Horse owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
14. I will not attempt to bypass any filtering and/or security systems put in place by The Rocking Horse.
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the Manager as soon as possible.
16. If I have lost any Rocking Horse related documents or files, I will report this to the Manager and Data Protection Officer as soon as possible.
17. I understand images of learners must always be appropriate and should only be taken with The Rocking Horse provided equipment and only be taken/published where parent/carers have given explicit written consent.

Classroom Practice

18. I am aware of the expectations relating to safe technology use in the classroom and other working spaces as listed in our Safeguarding Policy, Acceptable Use Policy, Use of Technology and on-line safety Policy as well as in our Staff Code of Conduct.
19. I have read and understood The Rocking Horse mobile technology and social media policies.
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
 - exploring Early Years online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
 - creating a safe environment where learners feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL in line with The Rocking Horse child protection policies.
22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

Mobile Devices and Smart Technology

23. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the Staff Code of Conduct and The Rocking Horse mobile technology policy and the law.

Online Communication, including Use of Social Media

24. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the Staff Code of Conduct and The Rocking Horse social media policy and the law. In line with The Rocking Horse social media policy:

- I will take appropriate steps to protect myself and my reputation online when using communication technology, including the use of social media as outlined in the Social media policy.
- I will not discuss or share data or information relating to learners, staff, The Rocking Horse business or parents/carers on social media.

25. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via The Rocking Horse approved and/or provided communication channels and systems, such as a Rocking Horse email address, user account or telephone number.
- I will not share any personal contact information or details with learners, such as my personal email address or phone number.
- I will not add or accept friend requests or communications on personal social media with current or past learners and/or their parents/carers.
- If I am approached online by a current or past learner or parents/carer, I will not respond and will report the communication to the Manager and Designated Safeguarding Lead (DSL).
- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and the Manager.

Policy Concerns

26. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

27. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
28. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of The Rocking Horse into disrepute.
29. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with The Rocking Horse child protection policy.
30. I will report concerns about the welfare, safety, or behaviour of staff to the Manager, in line with the allegations against staff policy.

Policy Compliance and Breaches

31. If I have any queries or questions regarding safe and professional practise online either in The Rocking Horse or off site, I will raise them with the DSL and the Manager.
32. I understand that The Rocking Horse may exercise its right to monitor the use of its information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
33. I understand that if The Rocking Horse believes that unauthorised and/or inappropriate use of school systems or devices is taking place, the Manager may invoke its disciplinary procedures.
34. I understand that if The Rocking Horse believes that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures.
35. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with The Rocking Horse Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site. Please sign and date:

