



TALL OAKS FROM LITTLE
ACORNS GROW

Tall Oaks Academy Trust

POLICY

Acceptable Use

May 2021

Review: May 2022

Data Protection Policy

DATA BREACH POLICY

Acceptable Use Policy

Introduction

ICT in its many forms – internet, email, mobile devices etc. – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff within the Tall Oaks Academy Trust are aware of the following responsibilities:

- All Staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets. This also includes emerging technologies.
- All Staff, Governors and visitors understand that Trust ICT equipment should be used for solely for the purpose of school business outlined by the Senior Leadership.
- Staff, Governors and visitors may be given log-in information to access Trust laptops and computers. This information should be kept expressively for the use of the individual.
- All Staff, Governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Governors and visitors will not install any software without permission from the Senior Leadership in conjunction with the Trust's IT infrastructure management.
- All Staff, Governors and visitors understand that, for e-safety purposes, their activity may be monitored and logged. In the event of an e-safety incident, the Designated Safeguarding Lead and E-Safety Coordinator

should be notified as soon as possible, in line with the Trust E-safety Policy.

- All Staff, Governors and visitors will only use the schools' email/internet/intranet etc. – and any related technologies for uses permitted by Senior Leadership or the Governing Body. If an individual is unsure about intended use, they should consult their Head of School.
- All Staff, Governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Senior Leadership and Governing Body. Any data related to school activity should solely be stored on one of the Trust's IT devices.
- Personal devices must only be used in the context of school business with the explicit permission of the Senior Leadership. Under no circumstances should personal mobile phones or digital cameras be used for taking any photographs related to school business, such as images of children. Each school has their own system specifically designed for producing images. These items should not be used for personal use under any circumstance.
- All Staff, Governors and visitors using school equipment will do so responsibly. They must not purposely browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All Staff, Governors and visitors will only use their designated school email for use within school and not access their personal email address within school.
- Images will only be taken, stored and used for purposes within schools unless parents have expressed permission for alternative use (such as social media and use on the school website). At the beginning of each school year, our parents will be asked to sign to agree to their children's images being used in school publications and wider media. If a parent does not wish for their children's images to be used, the Trust will ensure

that their child's image is not used.

- Filming and photography by parents and the wider community at school events, such as sports days and school productions, are not permitted. Where possible, a member of Trust staff will take photographs of children for use within schools and may be available to parents, provided that permissions are present.
- All Staff, Governors and visitors will make every effort to comply with copyright and intellectual property rights.
- All Staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to a member of Senior Leadership in line with our Trust Safeguarding Policy.

I acknowledge I have received a copy of the Acceptable Use Of Technology

Full Name _____

Signature _____

Date _____