Acceptable Use Policy for Trustees and Governors in the use of:

IT/Social Media/Electronic Communications/Mobile Phones/Laptops/Portable Devices

In the development of this policy consideration has been given to Equality and Diversity and Data Protection.

Equality and Diversity

DEMAT is committed to promoting equality of opportunity for all staff and job applicants. The Trust aims to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff based on age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Data Protection

DEMAT will process personal data of staff (which may be held on paper, electronically, or otherwise). DEMAT recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 2018 (DPA).

This policy is to be used across all DEMAT and all its schools	Version	Date
DEMAT Officer responsible for updating content - DPO	2	May 2018/Rvwd 2018
Date approved by DEMAT Standards & Ethos Committee		
Effective date as determined by DEMAT	2	1st Sept 2018
Policy to be reviewed annually from date last approved by DEMAT Standards & Ethos Committee	2	Annually
Policy taken from British Educational Communications Technology Agency (Becta) via the National Archives via The Key		May 2018
Policy to be reviewed by DEMAT		September 2019

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Application of the Policy

This policy is to be used by all employees employed by The Diocese of Ely Multi-Academy Trust (DEMAT). The following definitions are included for reference purposes for both School and Central Team staff to enable clarity and transparency when applying this policy.

The Diocese of Ely Multi Academy Trust (DEMAT)
Grace Building, 8 High Street, Ely, Cambridgeshire. CB7 4JU Tel: 01353 656760
Company registration number: 08464996

Acceptable Use Policy for Trustees and Governors

In using technology for the use of communication for education and personal use, including but not limited to: IT software, internet, email, social media, via laptops, PCs, tablets, mobile phones and other mobile devices

This acceptable use policy is for all trustees and governors in their roles supporting DEMAT and the schools, to ensure safe and acceptable use of technology for the use of communication for education and personal use, including but not limited to: IT software, internet, email, social media, via laptops, PCs, tablets, mobile phones and other mobile devices and lists the responsibilities they have in ensuring any form of communication using technology that they use in their role is used appropriately and in line with GDPR rules.

The trust/schools will try to ensure that everyone has good access to IT to support/enhance their role.

Trustees and governors must ensure, that they take responsibility for reading and upholding the standards laid out in this policy and that they ensure:

- That any DEMAT IT devices that are used have password/encryption facilities installed, for mobiles this must be a minimum of a 4 digit passcode.
- That they lock their PC/laptop or other equipment when leaving it unattended to ensure unauthorised access is prevented.
- They do not disclose or share any passwords provided for their use to others and will not attempt to gain access to anyone else's passwords. Passwords will not be written down and kept where anyone else can gain access to them.
- They do not install any hardware or software on any trust-owned device without the trusts permission (delegated to the headteacher if school based.)
- They are using a trust or school email address for any correspondence they send in relation to their role in the trust/school.
- They ensure that any emails with attachments that contain personal or sensitive data are encrypted or password protected.
- If using a personal email address for correspondence, any attachments containing personal data must not be attached or included, emails and attachments containing personal data must always be sent via a business email address, with any attachments encrypted or password protected.
- They respect the technical safeguards which are in place, and any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services is unacceptable.
- Ensure all data is kept secure and used appropriately as authorised by the trust (delegated to the headteacher if school based).

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- If they have use of trust/school equipment that they know where the device is at all times and to be responsible for ensuring it is securely stored when not in use (this is for any item that is allocated to them for use in their role). Laptops/mobile devices that are taken off-site must be stored out of site securely. If left in a vehicle they must not be left in view but stored in the boot and the vehicle locked.
- In relation to their role at the trust/school that they do not download apps to enable access to emails/files on their personal devices. To access emails/files via a personal device access must only be made through a web browser, but they must ensure that they log out each time they access it. A personal phone may be used in an emergency.
- They do not use/duplicate/remove or amend anyone else's documents without their prior permission.
- They do not download, copy or distribute anything that is protected by copyright.
- They maintain professional boundaries when using the internet and social media for personal use. That when posting on personal forums/social media that there is the understanding that the use of any comments or photos regardless of whether they are positive or negative can be shared with others (parents, pupils, colleagues) and this could lead to losing control of who sees them or a misinterpretation of what was written, this could then bring your professional role and workplace into disrepute.
- They do not participate in communicating with pupils/parents outside of their role at the trust/school when using work or personal technology/devices for the use of social media, texting, calling. It is important to ensure that a professional relationship is adhered to at all times to prevent any misinterpretation of any actions made.
- That they do not communicate any confidential information that they become aware of in their role at the trust/school to anyone not employed by the trust, via any IT / social media whether personal device or trust/school device.
- That no personal details are exchanged with pupils that would allow contact directly via personal email, telephone, address.
- All communications with pupils must be via the trusts/school's internal network and only in relation to their role with specific permission from the headteacher in the case of schools.
- They do not use trust/school equipment to upload, download any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or anything that is inappropriate or may cause harm or distress to others.
- No device is used for bullying or harassment of others in any form.
- That personal mobile phones must not be used in schools where children are present. Mobile phones should be kept secure and away during school hours but can be used when in an area away from pupils.
- They report any incidents of concern regarding social media misuse to the trust or headteacher in the first instance, this includes but is not limited to illegal, inappropriate or harmful material.
- That if any work device (laptop/mobile phone/ipad or similar) is stolen it must be reported to the DPO ***immediately*** as this is considered a breach under GDPR and will need reporting within 72 hours.

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- They agree to be responsible users at all times and understand that they are responsible for their actions and misuse or failure to comply with this policy could result in disciplinary action of a verbal, written warning, suspension, and the involvement of the police in the event of illegal activity. Trust HR and the DPO will be notified of any misuse.

All, must understand that the trust/schools will monitor the use of ICT systems including email and other digital communications.

All Governors and Trustees, are asked to sign and date the form below to confirm they have received a copy of the Acceptable Use Policy for Employees and have read and agree to adhere to it.

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Agreement to adhere to the Acceptable Use Policy:

I confirm that I have received a copy, read and understand that I must adhere with the above policy and understand that any breach could result in disciplinary action.

I will **immediately** report the loss of any equipment covered by this policy to the DPO at DPO@DEMAT.org.uk

I will report any incidents of concern regarding misuse of technology/software/social media to my line manager in the first instance.

I understand that the trust/schools will monitor the use of ICT systems including email and other digital communications.

Name: _____

Signed: _____

Position: _____

Location _____

(School name or Trust):

Date: _____

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