

# **Acceptable Use Policy for Volunteers & Visitors to any Trust Site in the use of IT/Social Media/Electronic Communications/ Mobile Phones/Laptops/Portable Devices (including School/Trust/Work/Personal items)**

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

## **Equality and Diversity**

The Diocese of Ely Multi-Academy Trust (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 on the basis of 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 this data in an appropriate and lawful manner, in accordance with the Data Protection Act 2018 (DPA).

| <b>This policy is to be used across all of DEMAT and its schools</b>                        | Version                      | Date                      |
|---|------------------------------|---------------------------|
| DEMAT Officer responsible for updating content: DPO   | 4                            | June 2020                 |
| Date approved by DEMAT Standards & Ethos Committee  |                              |                           |
| Effective date as determined by DEMAT   | 3                            | 1 <sup>st</sup> Sept 2018 |
| Policy to be reviewed annually from date last approved by DEMAT Standards & Ethos Committee | 3<br>(no procedural changes) | Annually                  |
| Policy reviewed by DEMAT (no statutory revisions required as at June 2020)                  | 4                            | June 2020                 |
| Policy to be reviewed by DEMAT (unless statutory revisions require it be done earlier)      | 4                            | June 2021                 |

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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).

**Acceptable Use Policy for Volunteers and Visitors  
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 volunteers and visitors 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, etc via laptops, PCs, tablets, mobile phones and other mobile devices, and lists the responsibilities they have in ensuring that 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 where required for their role and to be able to provide the relevant learning opportunities for pupils.

Volunteers and visitors that are required to use IT/mobile devices in their capacity of volunteer/visitor as part of their role inside or outside of the Trust/school must ensure that:

- All technology devices have password/encryption facilities installed. For mobiles this must be a minimum of a 4-digit passcode.
- They do not disclose to or share with others any passwords provided for their use, 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 Trust's 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 will not reply to email addresses from colleagues, Trustees, Governors, external professionals, local authorities or businesses that end in hotmail/googlemail/yahoo, etc unless it is to an individual outside of the Trust/school, for example a parent/carer, job applicant or similar.
- All data is kept secure and used appropriately as authorised by the Trust (delegated to the headteacher if school based).
- Any emails with attachments that contain personal or sensitive data are encrypted or are saved onto a secure shared site, giving the link to where it can be accessed.
- They know where any Trust/school-owned device that is allocated to them for use in their role is at all times, and they are responsible for ensuring it is securely stored when not in use. Laptops/mobile devices that are taken off-site must be stored out of sight securely. If left in a vehicle they must not be left in view but stored in the boot and the vehicle locked.
- They do not use Trust/school technology for personal use.

- They do not use personal technology/devices for Trust/school use at any time unless with the express permission of the Trust. The only exception to this is if the only means of calling the emergency services to an incident is by using a personal mobile phone to do so.
- 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. When posting on personal forums/social media they must ensure that they understand 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 when using work or personal technology/devices for the use of social media, texting, calling, etc. It is important to ensure that a professional relationship is maintained at all times to prevent any misinterpretation of any actions made.
- No personal details are exchanged with pupils that would allow contact directly via personal email, telephone or address.
- They do not use Trust/school equipment to up- or 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.
- Trust/school equipment is not to be used to access personal sites (social media) unless they are on a break and not in an area that affects others nearby.
- Personal mobile phones are not used in schools where children are present. Mobile phones should be locked away during school hours but can be used when on a break away from pupils.
- All communications with pupils must be via the Trust's/school's internal network
- They report any incidents of concern regarding social media misuse to their line manager in the first instance. This includes but is not limited to illegal, inappropriate or harmful material.
- If any work device (laptop/mobile phone/iPad or similar) is stolen it must be reported to the Data Protection Officer (DPO) ***immediately***, as this is considered a breach under GDPR and will need reporting within 72 hours.
- They agree to be responsible users at all times, they understand that they are responsible for their actions, and that misuse or failure to comply with this policy could result in disciplinary action of a verbal and/or written warning, suspension, and the involvement of the police in the event of illegal activity. The Trust's HR function and the DPO must 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.

Volunteers and visitors are asked to sign and date the form below to confirm they have received a copy of the Acceptable Use Policy for Volunteers and Visitors, and have read and agree to comply with it.

**Agreement to adhere to the Acceptable Use Policy:**

I confirm that I have received a copy of the above policy, and have read it. I understand that I must comply 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](mailto: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 DEMAT office):

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