



# **E-Safety Policy**

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**Reviewed by – The Laurus Trust**

## **E-Safety Policy**

### **Aims and values**

Use of digital technologies by employees and Associate Teachers of Altius Alliance SCITT is permitted and encouraged where such use supports the goals and objectives of the SCITT. However, Altius Alliance SCITT has a policy for the use of such technologies whereby employees and Associate Teachers must ensure that they:

- comply with current legislation
- use the digital technologies in an acceptable way
- do not create unnecessary risk to the SCITT by their misuse of the digital technologies

### **Leadership and Management**

We are committed to ensuring that all Associate Teachers behave in a professional manner whilst training.

The Altius Alliance SCITT Strategic Board is responsible for:

- Ensuring the policy is working in practice
- Monitoring the success of the policy
- Identifying and remedying failures of the policy

The Head of Programme is responsible for:

- Ensuring all staff and trainers are aware of the policy and its contents
- Ensuring all Associate Teachers are aware of the policy and its contents
- The implementation of the policy
- Recording and reporting failures of the policy to Strategic Board

The Independent Appeals Panel is responsible for:

- Scrutinising evidence in case of an appeal against disciplinary action
- Recommending subsequent actions

### **Unacceptable behaviour**

In particular the following is deemed unacceptable use or behaviour by employees or Associate Teachers:

- Allowing others to become aware of user names and/or passwords
- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users

- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Altius Alliance SCITT or the schools in which you are placed to your colleagues and/or our schools on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing information about Altius Alliance SCITT in a personal online posting, upload or transmission - including financial information and information relating to a placement schools, plans, policies, staff and/or internal discussions
- posting of jokes/comments/videos or photographs to social networking sites that could be regarded as unprofessional or could cause offence
- accepting students as 'friends' on social networking sites
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the SCITT network
- revealing personal data held on school's networks or in MIS such as SIMS

The advice from the teaching professional associations is:

- do not have a social networking account
- if you do wish to have an account, ensure that you understand and make full use of the privacy settings
- make sure you know everyone you accept as a 'friend'

### **School or SCITT-owned information held on third-party websites**

If you produce, collect and/or process school-related information in the course of your work, the information remains the property of the school or the SCITT. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook.

### **Personal Information**

Any processing of personal information needs to be done in compliance with the Data Protection Act 1998.

Personal information is information about a particular living person. Altius Alliance SCITT collects and stores the personal information of Associate Teachers and staff regularly e.g. names, dates of birth, email addresses, assessment materials and so on. That information will be stored safely and securely and will not be passed onto anyone else without the express permission of the employee or Associate Teacher.

Staff must keep Associate Teachers' personal information safe and secure at all times. When using an online platform, all personal information must be password protected. No personal information of individuals is permitted offsite unless the member of staff has the permission of the Head of Programme.

Any mobile device (laptop, USB) that contains personal information is required to be encrypted, password protected and signed out by the Head of Programme.

Where the personal data is no longer required, it must be securely deleted.

## **Monitoring**

Altius Alliance SCITT accepts that the use of digital technology is a valuable educational tool. However, misuse of this facility can have a negative impact upon employee and Associate Teacher productivity and the reputation of the SCITT.

In addition, all of the SCITT's technological related resources are provided for educational purposes. Therefore, the SCITT maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited, e-mails sent and the contents of the SCITT laptops. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

## **Procedures**

All SCITT employees, Associate Teachers and trainers who use digital technologies as part of their role are required to sign the Acceptable Use Agreement confirming their understanding and acceptance of this policy.

Where it is believed that employees or Associate Teachers have failed to comply with this policy, they will be subject to the SCITT's disciplinary procedure (see Disciplinary Policy) and will be investigated by the Head of Teaching School.

### ***PLEASE NOTE:***

When Associate Teachers are on placement within a partner school they are subject to the school's Acceptable Use Policy as well as the SCITT's E-Safety Policy.

## **Publishing policy**

This Policy will be available through the Altius Alliance SCITT website and our documentation. A copy is available from the SCITT office.

## **Review date for the policy**

This policy will be reviewed by the Policy Review Group and presented to the Quality Assurance Board as part of the 2017 – 18 meetings cycle.