



**KITE COLLEGE**

Kent Inclusive Technical Education

# Acceptable Use of Technology (Staff) Policy

**2023-2024**

Date: November 2023

Policy Reference: KC SF025

Authorised Principal: Steve Badder/Sarah Miller

**Review Date: September 2024**

**Signed: Principal .....**

**Signed: Chair of Trustees.....**

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## STAFF ACCEPTABLE USE OF TECHNOLOGY POLICY

KITE College is a professional organisation with responsibility for safeguarding, all members of staff who are expected to use KITE College 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 KITE College expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that KITE College 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 KITE College 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 KITE College Acceptable Use of Technology Policy (AUP) should be read and followed in line with the College's staff Code of Behaviour policy and remote learning AUP.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the KITE College ethos, KITE College staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Use of KITE College Devices and Systems

4. I will only use the equipment and internet services provided to me by KITE College for example, laptops, tablets, mobile phones, and internet access, when working with learners.
5. I understand that any equipment and internet services provided by KITE College is intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is not allowed.
6. Where I deliver or support remote learning, I will comply with KITE College remote learning AUP.

## Data and System Security

7. 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 KITE College systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system.
  - I will protect the devices in my care from unapproved access or theft.
8. I will respect KITE College system security and will not disclose my password or security information to others.
9. 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 principal.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the principal.
  - will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with KITE College 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 KITE College 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 KITE College.
11. I will not keep documents which contain KITE College related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the KITE College learning platform to upload any work documents and files in a password protected environment or KITE College VPN.
12. I will not store any personal information on the KITE College IT system, including KITE College laptops or similar device issued to members of staff, that is unrelated to KITE College activities, such as personal photographs, files, or financial information.
13. I will ensure that KITE College 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 KITE College.

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 principal as soon as possible.
16. If I have lost any KITE College related documents or files, I will report this to the principal.
17. Any images or videos of learners will only be used as stated in the KITE College camera and image use policy. I understand images of learners must always be appropriate and should only be taken with KITE College provided equipment and only be taken/published where learners and/or parent/carers have given explicit written consent.

### Classroom Practice

18. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in policies e.g., child protection, online safety, remote learning AUP.
19. I have read and understood the KITE College 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 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.
  - involving the Designated Safeguarding Lead/ principal as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
  - make informed decisions to ensure any online safety resources used with learners is appropriate.
21. I will report any filtering breaches (such as access to illegal, inappropriate, or harmful material) to the DSL/principal in line with the KITE College 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 behaviour policy/code of conduct and the KITE College mobile technology policy and the law.

#### Online Communication, including Use of social media

- 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 behaviour policy/code of conduct, the College social media policy and the law.
  - 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, College business or parents/carers on social media.
24. 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 KITE College approved and/or provided communication channels and systems, such as a KITE College 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 my line 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/Principal.

#### Policy Concerns

25. 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.
26. 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.
27. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of KITE College into disrepute.

- 28. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with KITE College child protection policy.
- 29. I will report concerns about the welfare, safety, or behaviour of staff to the principal/DSL in line with the allegations against staff policy.

**Policy Compliance and Breaches**

- 30. If I have any queries or questions regarding safe and professional practise online either in KITE College or off site, I will raise them with the DSL/principal.
- 31. I understand that KITE College 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.
- 32. I understand that if KITE College believe that unauthorised and/or inappropriate use of KITE College systems or devices is taking place, the College may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
- 33. I understand that if KITE College believe that unprofessional or inappropriate online activity, including behaviour which could bring KITE College into disrepute, is taking place online, KITE College may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
- 34. I understand that if KITE College suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Kite College Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....Date (DDMMYY).....

## WI-FI ACCEPTABLE USE POLICY

As a professional organisation with responsibility for children's safeguarding it is important that all members of KITE College community are fully aware of KITE College boundaries and requirements when using KITE College Wi-Fi systems and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list, and all members of KITE College community are reminded that technology use should be consistent with our ethos, other appropriate policies, and the law.

1. KITE College provides Wi-Fi for KITE College community and allows access for education use only.
2. I am aware that KITE College will not be liable for any damages or claims of any kind arising from the use of the wireless service. KITE College takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within KITE College premises that is not the property of KITE College.
3. The use of technology falls under KITE College Acceptable Use of Technology Policy (AUP), online safety policy and behaviour policy which all learners/staff/visitors and volunteers must agree to and comply with.
4. KITE College reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. KITE College owned information systems, including Wi-Fi, must be used lawfully; 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.
6. I will take all practical steps necessary to make sure that any equipment connected to KITE College service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. KITE College wireless service is not secure, and KITE College cannot guarantee the safety of traffic across it. Use of KITE College wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. KITE College accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via KITE College wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins, or other internet-borne programs is my



sole responsibility; and I indemnify and hold harmless KITE College from any such damage.

9. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
10. I will not attempt to bypass any of KITE College security and filtering systems or download any unauthorised software or applications.
11. My use of KITE College Wi-Fi will be safe and responsible and will always be in accordance with KITE College AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
12. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring KITE College into disrepute.
13. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead/principal as soon as possible.
14. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead/principal.
15. I understand that my use of KITE College Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If KITE College suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then KITE College may terminate or restrict usage. If KITE College suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

**I have read, understood and agreed to comply with Kite College Wi-Fi acceptable Use Policy.**

Name .....

Signed: .....Date (DDMMYY).....