



South East Cornwall Multi Academy Regional Trust

Governor/Trustee Acceptable Use Policy

Date	Changes
05/03/18	Adopted by Trust Board
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27/03/20	Approved by Trust Board

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Governor/Trustee Acceptable Use Policy

I understand that I must adhere to the following policy when engaging in any form of electronic communication, sharing of information or creation of content in my role as a SMART Governor/Trustee and when using the email account and Office 365 credentials that I have been provided with.

This Acceptable Use Policy is intended to ensure:

- that Governors/Trustees will be responsible users of SMART ICT systems.
- that SMART ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that Governors/Trustees are protected from potential risk in their use of ICT in their role.

For my professional and personal safety:

- I understand that SMART may monitor my use of email and the account I have been provided with. In such cases the Chair or Vice Chair of the board will be informed and only staff with the suitable confidentiality training will be involved.
- I will only use secure passwords containing letters and numbers and not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the Clerk, Head or CEO.
- I will include the word 'Confidential' in the subject heading of any email when the content is confidential
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. If these images are published electronically it will not be possible to identify subjects unless this has been sanctioned.
- I will not communicate electronically with learners, parents or staff of a SMART school unless sanctioned to do so by Headteacher of the School concerned. Any such communication will be professional in tone and manner and will never involve the use of personal email or social media.
- I will ensure that any personal ICT devices I use are protected by up to date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not try to upload, download or access any materials which are illegal (including child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might let me bypass the filtering/security systems in place to prevent such access.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be encrypted and kept confidential.
- Where work is protected by copyright, I will not download or distribute copies (including media).

- I understand that this Acceptable Use Policy applies not only to the use of ICT whilst in a SMART school and also to any use of ICT in relation to my role as a Governor/Trustee regardless of my location.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension or removal of my position as a Governor/Trustee. In the event of illegal activities there would be the involvement of the police.

I have read and understand the above and agree to use ICT including my own devices (in schools and/or when carrying out communications related to SMART) within these guidelines.

Name: _____ Signed: _____ Date: _____

¹ The following positions are automatically sanctioned for contact: staff and parent governors; staff linked to governor roles; parents in the PTA; responses to staff or parents who initiated contact. For all pupil contact, a member of staff must be copied in. If for any reason a personal email account is used to contact a parent or staff for school business, then a member of staff at the school must be copied in so the exchange is stored.