



# Acceptable Use Policy

September 2023

(To be reviewed August 2024)

## **Safeguarding Statement**

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

### **Aim:**

The aim of this policy is to lay out guidance for all staff when using a SupaJam devices. Although not all staff will be issued with a work device we expect all staff members to follow this policy:

### **Purpose:**

The purpose of this policy is to ensure that:

- that community users of SupaJam's digital technologies will be responsible users and stay safe while using these systems and devices
- that SupaJam's systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential harm in their use of these systems and devices

SupaJam staff understand that they must use SupaJam's systems and devices in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the systems, devices and other users. SupaJam staff understand that this will also apply to any personal devices brought into SupaJam. Staff understand that:

- Use of SupaJam's systems and devices will be monitored
- SupaJam staff will not use a personal device that they have brought into school for any activity that would be inappropriate in an educational setting.
- SupaJam staff will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist and extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. Staff will not try to use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.
- SupaJam staff will immediately report any illegal, inappropriate or harmful material or incident, they become aware of, to the DSL.
- SupaJam staff will not access, copy, remove or otherwise alter any other user's files, without permission.
- SupaJam staff will ensure that if they take and/or publish images of others they will only do so with the permission of the Base Leader or DSL. Staff will not use personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- SupaJam staff will not publish or share any information they have obtained on any personal website, social networking site or through any other means, unless I have permission from the senior leadership team (SLT).
- SupaJam staff will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- SupaJam staff will not install or attempt to install programmes of any type on a SupaJam device, nor will staff try to alter computer settings, unless they have permission to do so.
- SupaJam staff will not disable or cause any damage to SupaJam equipment, or the equipment belonging to others.
- SupaJam staff will immediately report any damage or faults involving equipment or software, whatever the cause.
- SupaJam staff will ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, SupaJam staff will not download or distribute copies (including music and videos).
- SupaJam staff understand that if they fail to comply with this acceptable use policy, SupaJam has the right to remove their access SupaJam systems/devices

### **Communications**

Staff who are provided with a SupaJam mobile phone must ensure that:

- They are used for work purposes only.
- They communicate professionally at all times.
- They are only communicating with students, parents/guardians or other professionals between the hours of **9am and 5pm** unless otherwise agreed with their line manager or a member of SLT.
- If making a phone call, log the call on Arbor with as much detail as possible.
- Ensure the phone is fully charged and switched on between the hours of 9am and 5pm. Switch the phone off at 5pm to discourage out of hours work calls or messages.
- They take full responsibility for the work mobile phone and ensure you do not damage or lose the device.
- When creating a voicemail for your work mobile, follow the following work mobile phone script:

**“Hello, you’ve reached the voicemail of [full name], [position] at SupaJam Education in Music & Media. I’m sorry that I cannot take your call right now. Please leave a message with your name and telephone number and a brief description to the reason for your call and I will get back to you as soon as possible, but in any case within 3 working days.**

**Please note, I am only contactable on this number during the hours of 9am to 5pm, Monday to Friday [or specify your working week], and will be unable to take any calls outside of these hours.**

**If you require assistance now, please call 01322 660845 for any queries relating to our Swanley Base, 01227 697976 for any queries relating to or Canterbury Base or Brighton Base on 01273 447 554. If you feel that you are in an emergency, please dial 999. Thank you for your call.”**

## **Camera use**

SupaJam staff understand that:

- If using as a camera, they must ensure the photos/videos are stored safely on the SupaJam drive and erase any photos/videos taken before leaving the SupaJam building. If using as a camera outside of the SupaJam base, they must ensure data is transferred and then erased by the end of the working day.
- They must not use their personal device if they are not able to access a work mobile phone or a SupaJam camera.