



## Acceptable Use Policy for ICT and related technologies for Staff and workers in school - October 2019



New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safer internet access at all times.

This acceptable use agreement is intended to ensure:

1. that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
2. that school/college systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
3. that staff are protected from potential risk in their use of digital technologies in their everyday work.

The school/college will try to ensure that staff and volunteers will have good access to digital technologies to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

### **1. Access**

- 1.1. I will only use the school's e-mail/internet/website and any related technologies for professional purposes or uses deemed 'reasonable' by the Head Teacher or Governing body.
- 1.2. I will only use the approved, secure email system(s) for any school business.
- 1.3. I will not disclose any passwords provided to me by the school or authority.
- 1.4. I will always lock my PC/laptop when I am away from my desk.
- 1.5. I will ensure that pupil personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head Teacher or Governing body e.g. SEN documentation / school reports.

### **2. Internet**

- 2.1. I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- 2.2. I will not give out my personal details, such as mobile phone number or personal e-mail address, to pupils.
- 2.3. I will endeavour to ensure my own social network privacy settings prevent pupils viewing my personal details and materials and ensure that I never accept or request invites or friend requests from any pupils on line. I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- 2.4. In school I may use social networking sites only to bring educational value to pupils and staff during school time and with the consent/approval of the Head Teacher/Deputy Head Teacher.

- 2.5. Images or video footage of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member.
- 2.6. Images or video footage will not be distributed outside the school network/school website without the permission of the parent/carers, member of staff or Head Teacher. This includes use on personal online spaces.
- 2.7. Any images used will not include the pupil's full name or where individual photographs are used, no name will be included.
- 2.8. I will report any incidents of concern regarding children's safety to the Head Teacher.
- 2.9. I will not open any attachments, using my school email address, from any unknown sources

### **3. Storage**

- 3.1. Any photographs/video taken of pupils or staff and use of afterwards will be done with their permission.
- 3.2. Any images or video footage of pupils will be removed from personal devices (if used) before leaving school and will not be processed, edited or opened on a personal computer at home.
- 3.3. Video footage or photographs that are stored online, on the server, P-Drive or devices will be reviewed termly and deleted if no longer needed or used. These files will be stored on Google Drive or Seesaw where appropriate.

### **4. Use of equipment**

- 4.1. I will not install any hardware or software without permission from the Head/Deputy Head Teacher.
- 4.2. I will not browse, download, upload, or distribute any material that could be considered offensive, illegal or discriminatory in school or using school equipment.
- 4.3. I will not use any school ICT equipment, network or devices, for personal use including internet browsing, photographs or video, downloading online content unless given permission by the Head or Deputy Head Teacher.
- 4.4. I will use and allow pupils to use school ICT equipment and devices for school purposes only with my direction and guidance. I am responsible for retrieving ICT equipment from the cupboards prior to lessons which require them. I am also responsible for ensuring equipment is replaced to the storage cabinets safely and correctly after use. Digital leaders can be used to help, but it is my responsibility to check hardware has been returned correctly after each use.
- 4.5. I will not access the following for personal use when connected to the corporate network: You Tube, Netflix, TV catch-up channels, other radio/tv subscriptions, download games/audio midi files.
- 4.6. I will immediately report any damage or faults involving equipment or software, however this may have happened. Faults will be logged with SRS using the desktop icon on laptops and the log in details found on all iPads.
- 4.7. Video and music streaming can be subject to copyright and license agreements, these must only be used for business purposes/training such as researching video/training on YouTube

### **5. Cyberbullying**

- 5.1. I will follow the procedures set by Penygarn Community Primary School's behavior policy.
- 5.2. I will advise pupils to keep evidence of cyber bullying by taking screen shots, saving emails and texts.
- 5.3. I will support and promote e-safety within the school helping pupils to be safe and responsible in their use of ICT and related technologies.

## **6. Social Media**

- 6.1. I understand that nothing I post on social media is truly private.
- 6.2. I will not use the school logo in my social media posts.
- 6.3. I will check my settings regularly and test my account's privacy.
- 6.4. I will keep my personal information private.
- 6.5. I will not add/accept requests from pupils under any circumstances. I will not accept requests from parents, unless I consider them a close personal friend. In these circumstances, I will be very mindful of my social media activity.
- 6.6. I will ensure that the school cannot be brought into disrepute as a result of my social media activity.

I have read the above Acceptable Use Policy and understand that by signing up and using school devices, school platforms, such as Google Drive, Seesaw etc that I am agreeing to adhere to the policy.