

SCAWSBY SALTERSGATE INFANT SCHOOL
















ACCEPTABLE USE POLICY STAFF










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| Policy Approved by Governors | Date: December 2023 |
| Review Date | Date: December 2024 |

ICT Acceptable Use Agreement / Code of Conduct



ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT within school. **All staff are expected to sign this policy and adhere at all times to its contents.** Any concerns or clarification should be discussed with the Headteacher.

-  I will only use the school's email / Internet / Intranet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
-  I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
-  I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
-  I will only use the approved, secure email system(s) for any school business.
-  I will ensure that personal data (such as data held on SIMS) 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 Headteacher or Governing Body.
-  I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the Headteacher or e-Safeguarding Coordinator.
-  I understand that all my use of the Internet and other related technologies can be monitored and logged.
-  I will respect copyright and intellectual property rights.
-  I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute. I will read the school's **Code of Conduct Policy and the E-Safety Policy** to ensure that I am fully aware of what is and what is not acceptable.
-  I will support and promote the school's E-Safety Policy and help pupils to be safe and responsible in their use of ICT and related technologies.
-  I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory, this includes at home on school devices.
-  Images 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.
-  Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher.





Social Media





-  I will not talk about my professional role in any capacity when using personal social media e.g. Facebook, Twitter etc.
-  I will not state that I work at Saltersgate Infant School in any of my posts, information or background on social media sites.
-  I will not use social media to communicate with parents or children. All friend requests must be declined.
-  I will consider carefully accepting colleagues as 'friends' on social media and am fully aware that this could potentially damage my reputation in school and could be subject to disciplinary action or dismissal if any of my content is brought into question.
-  I will set and maintain my social media profiles to maximum privacy and give access to known friends only.
-  Staff must not access social networking sites for personal use during school hours. This includes posting, commenting, liking status updates. This must be done out of school working hours.
-  If any slanderous or derogatory comments relating to school, staff or personal professional status are noticed on such social media sites, a screen shot should be taken and escalated to the Headteacher.
-  It is advised that forename and surnames are not used on social media sites due to the risk of parents searching profiles and accounts.
-  I will read and adhere to all policies relating to social media including but not limited to the E-Safety Policy, Code of Conduct Policy and Safeguarding Policy.

Data Protection




-  I will ensure that secure/sensitive information is only stored on school equipment and is appropriately protected either by passwords or suitable **encryption (USB sticks with password protection)**.
-  I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and sensitive confidential information.

Mobile devices

-  I will ensure any personal mobile devices such as mobile phones/ipads/memory sticks have password/pin protection where possible when being brought into school premises.
-  I will not use mobile phones to take images of pupils/staff and will inform voluntary workers in school of this e.g. students, parent helpers etc.
-  I will ensure that parents do not take pictures of other children on mobile devices in the classroom or on trips.
-  Mobile phones will be switched off or switched to 'silent' during school hours.

-  Mobile phones will not be accessed during direct teaching time. An exception to this is if an emergency call is expected. Please advise the Headteacher if this is the case.
-  Mobile phone calls and text messaging should take place in staff's own time e.g. break times and where children are not present.
-  **For the comfort of all staff, please refrain from using mobile phones for personal telephone calls in the staffroom.**
-  USB sticks must not be used on school laptops/computers that are brought in by the children as I am aware they may contain virus'.

School Equipment

-  I accept that when school lap-tops, Ipads, digital cameras etc. are taken home they must be covered by the householder's home contents insurance policy.
-  **I know that I can only use school equipment for acceptable personal use at home outside work hours. A trace of everything I have accessed will be left on my device and I am aware this can be checked and traced at any given time.**
-  I understand that if it is necessary to leave school equipment in the car for a brief period, (not overnight,) it must be out of sight and the car must be locked as the staff member will be liable for the full replacement costs as the item will not be covered by the school's insurance.