

Acceptable Use ICT and e-Technology Policy

Designated Teacher: Deputy Headteacher

Adopted: Date: Jan 2016

Review Period: Three Years

Review Date: Date: Jan 2019

“Educating for Life”

Our Values



Rationale:

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT and the related technologies such as email, the internet, web2 technologies and mobile devices, within the school environment. It is also designed to protect pupils, parents and staff themselves from the inappropriate or misguided use of such technology. Members of staff should consult with Mr G Scott for further information and clarification.

Guidelines

Members of staff:

Must only use the school’s email, internet and intranet and other related technologies for professional purposes or for uses deemed “reasonable” by the Headteacher or Governing Body.

Should not use school information systems or resources (eg cameras, memory devices) for personal purposes without specific permission from the Headteacher. Staff may use school computers for limited personal use, but NOT during contact time or in the presence of students and usage must NOT involve the access of any material that may be considered as inappropriate, offensive or obscene.

Individual members of staff need to be aware that if personal email, internet and other related technologies are accessed in school, the activity can be monitored and logged and can also be made available, on request, to their line manager or Headteacher.



Must only use approved, secure email systems for any school business.

Must not browse, download or send material that could be considered offensive or obscene and should report any accidental access of inappropriate materials to their line manager.

Should use secure portable media (eg USB stick) provided by the school, wherever possible, for storage and back up of school related data/images necessary for professional purposes. If staff use their own portable devices to back up their school computers, they must ensure that it is at least password protected and encrypted wherever possible to protect the integrity of the data.

Should ensure that personal data (such as data held on school MIS, eg Bromcom, SIMS) is kept secure and is used appropriately, whether in school, taken off school premises or accessed remotely. Personal data can only be taken out of school for professional purposes such as for use in assessments and school visits and all such data must be kept secure on password protected or encrypted devices and destroyed at the end of the process.

Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits. With the consent of parents and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused. Care should be taken to ensure that images of children identified as at risk should not be taken or displayed in any format.

Should ensure that their use of web 2 technologies, including social networking sites, such as Facebook, Twitter, Bebo and MySpace, does not question or bring their professional role into disrepute. Members of staff:

- Are advised to consider, and set appropriately, their privacy settings on such sites.
- Should consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.
- Should not communicate with pupils, in relation to either school or non-school business, via web 2 technologies, other than through the appropriate school learning platforms or other school systems approved by the Headteacher.
- A school protocol exists for the appropriate use of web 2 technologies such as Twitter for communication within the school community, which involves ensuring that only pre-registered users may post on the site. Further details are available on the school intranet or from Mr Scott.

Are advised to contact or communicate with pupils and parents or conduct school business at all times using school based systems such as email addresses, telephones or web 2 technologies. If staff feel it necessary to use personal telephones for urgent pastoral contacts, they should ensure that they use appropriate procedures to withhold the personal number.

Should not give out their own personal details, such as telephone/mobile number or email address to pupils, without specific permission from the Headteacher, which will only be given in exceptional circumstances, eg emergency contact details for older students on a school trip.

Must ensure that all electronic communication with pupils and staff is compatible with their professional role.

