
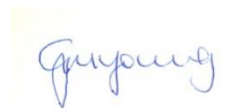




Houghton Primary School

Working hard to achieve our best

Staff Acceptable Use Policy and Agreement

Date reviewed and adopted:	14.11.2017
Reviewed and adopted by:	Governors: Teaching, Achievement and Standards Committee
Signed: Chair of governors	
Signed: Headteacher	
Date of next review:	Autumn 2018



This policy covers the following aspects of e-Safety in relation to all school staff:

- **Use of school based equipment**
- **Social Networking**
- **Managing digital content**
- **Email**
- **Mobile phones and devices**
- **Learning and teaching**

Use of school based equipment

When using the school's ICT equipment and other information systems, I have understood and will comply with the following statements

- Access to any school laptop/netbook in my possession will be restricted through the use of an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the internet or my files through my username and password. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems, to the e-safety coordinator.
- I will ensure that I use a suitably complex password for access to the internet and ICT systems.
- I will not share my passwords.
- I will seek consent from the e-safety coordinator/ ICT technician or headteacher prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload store or forward any content that is illegal, indecent or that could be considered offensive by another user. If I encounter any such material I will report it immediately to the e-safety coordinator/ Headteacher.
- I will take a professional and proactive approach to assessing the effectiveness of the internet content-filtering platform in relation to the educational content that can be viewed by the pupils in my care.
- 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 e-safety coordinator/ ICT technician.
- I understand my personal responsibilities in relation to the Data Protection Act and the privacy and disclosure of personal and sensitive confidential information.

- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/ other location). Devices will not be stored in a car overnight or left in sight when not in use, e.g. by an open window or on the back seat of a car.
- I will ensure that any personal or sensitive information taken off site will be situated on a school-owned device with appropriate technical controls such as encryption/ password protection deployed.
- Any information asset, which I create from other information systems, which could be deemed as personal or sensitive will be stored on the school network and access controlled in a suitable manner in accordance with the school data protection controls. (For example spread sheets/other documents created from information located within the school information management system).
- I will not download or install any software from the internet or from any other media which may compromise the school network or information situated on it without prior authorisation from the network manager/ headteacher.
- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the appropriate authorities.
- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.

Social Networking

- I must not talk about my professional role in any capacity when using personal social media such as Facebook, Twitter and YouTube or any other online publishing websites.
- I must not use social media tools to communicate with current or former pupils under the age of 18 or any child other than close family members or friends.
- I will not disclose any personal contact details such as personal email addresses, phone numbers or social networking details to pupils.
- I will not use any social media tools to communicate with parents unless approved in writing by the Head Teacher.
- I will set and maintain my profile on social networking sites to maximum privacy and give access to known friends only.

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- If I experience any derogatory or slanderous comments relating to the school, colleagues or my professional status, I will take screenshots for evidence and escalate to the e-safety coordinator.
- I am aware that I am responsible for my comments online and that these may be read by parents, pupils, colleagues and the general public for a long time. I must not post anything which could damage my reputation or the reputation of the school.
- I understand that the school Facebook page has two administrators (headteacher and deputy head). If I wish to share anything on the page I will liaise with one of the administrators. If I comment on any post on the page I will do so carefully ensuring that comments cannot be misunderstood or taken out of context on this public page.
- I understand that the school has a staff Facebook group which has high security settings (secret group status) and can only be used by members of the school staff. The Facebook group is open to all members of staff but is not compulsory. Its purpose is to share news and information and to celebrate achievements. It is not to be used to share information about any child or their family. Care must be taken when writing posts and comments to ensure that no upset or offence is caused.

Managing digital content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.
- I will only use school equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the staff and pupils involved.
- Under no circumstances will I use any personally-owned equipment for video, sound or images without prior consent from a member of the Senior Leadership Team.
- When searching for images, video or sound clips, I will ensure that I or any pupils in my care are not in breach of any copyright licencing.
- I will ensure that any images, videos or sound clips of pupils are stored on the school network and never transferred to personally-owned equipment.

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- I will ensure that any images taken on school-owned devices will be transferred to the school server and deleted as soon as possible from the memory card.
- I will model safe and responsible behaviour in the creation and publishing of online content within the school website and Facebook account. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis and online publishing sites.
- I will not use pupil names with photographs and will adhere to the guidance within section 16 of the Code of conduct for all adults in relation to the use and taking of photographs.

Email

- I will use my school email address for all correspondence with staff, parents or other agencies and I understand that any use of the school email system will be monitored and checked. I will under no circumstances use my private email account for any school-related business.
- Communication between staff or members of the wider school community should be professional and related to school matters only.
- I will ensure that any posts made on websites or via electronic communication, by either myself or the pupils in my care, will not damage the reputation of my school.
- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.
- Emails sent to external organisations will be written carefully and if necessary authorised before sending to protect myself. As and when I feel it necessary, I will carbon copy (cc) the head teacher or another suitable member of staff into the email.
- I will ensure that I manage my email account, delete unwanted emails and file those I need to keep in subject folders.
- I will access my school email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention.

Mobile phones and devices

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode during school hours.
- Bluetooth communication should be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances.

- I will only access my device in the staffroom/ kitchen area during school hours.
- I will not contact any parents or pupils on my personally-owned device.
- I will not use any personally-owned mobile device to take images, video or sound recordings in school or at school-related activities without permission and will delete them as quickly as possible once they have been used e.g. on the school Facebook page.

Learning and teaching

- In line with every child’s legal entitlement I will ensure I teach an age appropriate e-safety curriculum.
- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- I will support and promote the school e-safety policy at all times. I will model safe and responsible behaviour in pupils when using ICT to support learning and teaching.
- I understand the importance of respecting and acknowledging copyright of materials found on the internet and will model best practice in the creation of my own resources at all times.

Prevent Duty

- I understand that the school has a statutory duty, under Section 26 of the Counter Terrorism and Security Act 2015, termed “PREVENT” and that the purpose of this duty is to aid the process of preventing people being drawn into terrorism of any form.
- I have completed training on Prevent and understand that e-safety forms an integral part of this duty and the risks associated with it. I will be mindful of this in my teaching and work with children, applying what I have learnt from the training.
- I will report any concerns that arise relating to Prevent using the school’s safeguarding procedures.

Agreement

I have read and understood the implications and my personal responsibilities in relation to the use of ICT equipment which is detailed within this policy.

I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Name :
Role in School:
Signed:
Date:
Accepted by:
Date: