



# THE FEDERATION OF ST. EDMUND'S AND ST. PATRICK'S R.C. PRIMARY SCHOOLS

## ACCEPTABLE USE POLICY AND AGREEMENT FOR STAFF

<i>Date Policy Approved:</i>	<i>October 2019</i>
<i>Date Endorsed by Governors:</i>	
<i>Date of Next Review:</i>	<i>Autumn 2020</i>

## ACCEPTABLE USE POLICY AND AGREEMENT FOR STAFF

We come to a Roman Catholic School and so believe that Jesus was born, died and rose again for everyone. We aim to help, encourage and show God's way to our families, making sure that our Catholic traditions and faith are kept alive. Each year at school, we learn a little bit more about our faith so that we can grow to love God and each other more.

*At our schools, we seek at all times to be a witness to Jesus Christ. We remember this when putting our policies into practice. Therefore this policy will reflect the Catholic identity and mission of our schools and the values it proclaims.*

*The federation of St. Edmund's & St. Patrick's is committed to safeguarding and promoting the welfare of children and expects all staff, parents and volunteers to share this commitment.*

IT (including data) and the related technologies such as e-mail, 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 IT. In addition, our schools have a firm commitment to safeguarding children in all aspects of our work. Any concerns or clarification around the use of IT should be discussed with the Executive Headteacher or in her absence, a member of the Senior Leadership Team.

The school, via our IT providers (One Education) control access to social media and social networking sites in school and regularly monitor website usage. Any issues or suspected misuse is reported to the Executive Headteacher. The school also uses a 24-hour online monitoring service provided by Smoothwall, Visigo which monitors text analysis on all school hardware, including laptops and iPads issued to staff. Visigo provide a weekly report to the Executive Headteacher highlighting any cause for concern and whether further action is required.

All staff are aware of the Data Protection Policy and have had training on GDPR during the academic year 2018-19. Personal data can only be taken out of school or accessed remotely when authorised by the Executive Headteacher. Teachers, the School Business Manager and the Administration Co-Ordinator have the authority to do this and have been issued with a USB device which is encrypted.

All staff are expected to sign this policy and adhere at all times to its contents.

- I will always log off my computer/laptop when I either finish using it or leave the station unattended.
- I will take the necessary care of any school-issued device and understand that it is my responsibility to look after it.
- I will ensure that I have the adequate and appropriate home insurance if I take the school-issued device home.
- I will only use the school's email, internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Executive Headteacher and Governing Body.
- I will comply with the IT 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 not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils or parents.
- I will only use the approved, secure e-mail system for any school business.
- I will ensure that I adhere to and comply with the school's Data Protection Policy.

- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will ensure that I comply with the school's Data Protection Policy when handling any personal data and ensure that all school work is undertaken on a school issued device or an encrypted USB.
- I will ensure that I comply with the school's Whistleblowing Policy and follow the necessary procedures if I have concerns about another member of staff and their use of IT.
- I will not share my password with colleagues, pupils or parents unless at the request of the Executive Headteacher or Governing Body for investigation purposes.
- I will not install any hardware or software.
- I will not browse, download, upload, or distribute any material that could be considered offensive, illegal or discriminatory.
- 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, guardian or staff member. Images will not be distributed outside the school network without permission of the parent/guardian, member of staff or Executive Headteacher.
- Images of pupils and/or staff will be deleted once they have been used for purpose.
- I understand that all my use of the internet and other related technologies is monitored and logged and can be made available, on request, to the Executive Headteacher or Governing Body.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- 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 understand that email or text communication with a child outside of agreed protocols, may lead to disciplinary and/or criminal investigations.
- I have read and understand and agree to adhere to 'Keeping Children Safe in Education' part 1 (September 2019).

In addition:

- I will not have any communication with pupils on social networking sites. Although you may not be close to a person on your 'friends' list the connotation of the word friend is strong and this must be considered when making a choice on who to accept.
- I understand that the Governing Body strongly advises that I do not have communication with any parents from our schools on social networking sites.
- I will keep up to date with the latest guidelines, policies and procedures for Acceptable-use and E-Safety.
- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, email addresses, full names of friends/family, specific interests and clubs etc.
- Personal publishing and on-line communication will be taught via age appropriate sites that are suitable for educational purposes. They will be monitored by the school.
- All members of the school community, in line with other policies are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.

- News groups will be blocked unless a specific use is approved.
- Concerns regarding pupils' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/guardians who will be reminded of our E-safety Policy.
- Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction.

Staff use of personal devices:

- I will NOT use my mobile phone to access my school email account.
- I will not use my own personal phone or device for contacting children, young people and their families within or outside of the setting in a professional capacity.
- I will use the school phone where contact with pupils or parents/guardians is required.
- I will not provide any child with my personal contact details including my mobile telephone number.
- I will not request, or respond to, any personal information from a child other than that which is appropriate as part of my professional role.
- Once in school, I will switch my mobile phone and device to "silent" mode and bluetooth communication should be "hidden" or switched off.
- I will not use my mobile phone or other personal IT devices during working hours/contact with children unless permission has been given by the Executive Headteacher or in her absence a member of the SLT in emergency circumstances.
- My mobile phone will not be kept about my person, i.e. in my pocket or at my work station during working hours. I will put it somewhere safe (class stock room, school office, staff room) and out of reach of pupils.
- I will not use any personal device such as a mobile phone or camera to take photos or videos of pupils and will only use school-issued equipment for this purpose.
- I understand that if I choose not to adhere to this policy, then disciplinary action may be taken.



## ACCEPTABLE USE POLICY

### User Signature

I agree to follow this Acceptable Use Policy and support the safe and secure use of IT & personal data throughout the school.

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Full name: \_\_\_\_\_ (printed)

This policy is reviewed annually.