Churchtown Primary School

Acceptable Use Policy
Staff, Local Academy Councillors and Visitors

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. All staff are expected to sign this policy and adhere at all times to its contents. Churchtown Primary School allows staff to bring in personal mobile telephones for their own use. Users bringing in personal mobile telephones must ensure there is no inappropriate or illegal content on the device.

• I understand that personal devices should be kept in bags/cupboards and not out on desks. Mobile phones can be used in the staffroom and classrooms when the children are not present, but should not be used when walking around school or in places where children are.

Mobile telephones should not be taken to the field. A site radio should be collected from the PPA room for use on the field in contacting the school office.

However, for emergency purposes only, members of staff are expected to have a mobile phone with them when on a local area visit or school trip, so that they can contact emergency services, parents or school if needed.

The only exception to this would be members of the Leadership Team/Pastoral Team/ICT Support/Premises Staff who are able to access calls from the internal system on their mobile phones.

• I understand that personal mobile phone calls/messages may only be taken during staff breaks or in staff members' own time. If staff need to have their phones for emergency use, they should notify the Leadership Team.

• I will not access facebook or other social networking sites from a school computer whilst on school premises. Facebook can be accessed on personal handheld devices at break times only.

• I will only use the school's email / Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head 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 and use appropriate language.

• I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.

• 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.

• I will not install any hardware or software without permission of the IT Network Team.

• I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

• Images of pupils and/ or staff must only be taken and stored on computers / drivers owned by the school. Images will not be distributed outside the school network (eg. Website / local press / Smugmug) without the permission of the parent/ carer, member of staff or Headteacher.

• I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.

• I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community

• I will respect copyright and intellectual property rights.

• 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. It is the responsibility of staff to be vigilant and report any concerns.

• I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

• I will adhere to the principles in Sefton Council's Social Networking Policy (see policy).

Photographs

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. They may also be used on our website and/or by the local press with permission from the parents. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only school devices are to be used to take any photos within the setting or on outings. Images taken on this device must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

Social Networking

Online conduct should not be different to offline conduct.

Employees using social networking sites in a personal capacity must ensure that they do not conduct themselves in a way that is detrimental to the School/College. To do otherwise may lead to formal disciplinary action under the School's/College's Disciplinary Procedure. They should not:

• Post offensive, defamatory or inappropriate comments about the School/College, its students, suppliers or any of its employees.

• Allow interaction on websites to damage or compromise working relationships with colleagues

• Make discriminatory or offensive comments about work colleagues or students.

• Post photographs/videos of themselves, colleagues or students taken in school or which is work related unless agreed by the Headteacher.

• Post or send abusive or defamatory messages.

• Record any confidential information about the School/College on any social networking sites

• Post information which would lead to the identification of a student.

• Accept requests of any pupil of the School /College or former pupils under the age of eighteen to become 'friends' on Facebook or any other social networking site.

• It is advisable not to accept requests from the parents or guardians of any pupil of the School/College or former pupils under the age of eighteen to become 'friends' on Facebook or any other social networking site. Should you wish to accept such a request you must seek advice from your Headteacher before doing so.

• Make a request to become 'friends' with any pupil of the School/College or former pupils under the age of eighteen as friends on Facebook or any other social networking site.

• Make a request to the parents or guardians of any pupil of the School/College or former pupils under the age of eighteen to become 'friends' on Facebook or any other social networking sites.

• It may be is necessary to create closed 'blogs' and social networking areas for curriculum purposes. Any such activity should be agreed in advance with the Headteacher.

• On occasions when it is appropriate for staff and students to share a closed 'blog' or social network area for curriculum purposes and permission has been given to do so, appropriate measures must be put in place to ensure the safety of the staff and pupils.

• Profiles on social media should not be traceable to a person's place of work.