



THE RACKHAM
C OF E PRIMARY SCHOOL

Staff e-Safety Acceptable Use Policy

Policy Number: SCH 028

Date: September 2023

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, staff will sign to say they have understood and will comply with the following statements:

- I will access the internet and other ICT systems using 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 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.
- All passwords I create will be in accordance with the school e-safety Policy. 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/ Head Teacher prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to the e-safety coordinator/ Head Teacher.
- 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 network manager / e-safety coordinator/ SIRO (as appropriate)
- 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.
- 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.
- 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.
- Staff must not access social networking sites for personal use during school hours.
- 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.

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 as detailed in the e-safety Policy/ Home School Agreement (or any other relevant policy).
- 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.
- I will ensure that any images taken on school-owned devices will be transferred to the school network (storage area/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 learning platform and any other websites. 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.

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 and pupils 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 seek permission if I need to synchronise any school email account with a personally-owned handheld device.
- 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, line manager 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 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.

Learning and teaching

- In line with every child's legal entitlement I will ensure I teach age an appropriate e-safety curriculum.
- 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 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 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.

Twitter

The rationale of this policy is to explain acceptable use of Twitter relating to The Rackham (CE) Primary School account @RackhamPrimary and associated class accounts for staff. The policy will therefore aim to explain the purpose of Twitter at The Rackham Primary School, the benefits that will

arise from its correct use and also how potential problems will be addressed.

In this technology rich world our pupils, parents and the wider community live in, Social Media is becoming more and more part of daily life. When agencies like Ofsted release new guidance on Twitter days before it appears elsewhere, it's important that staff at our school embrace Twitter to not only keep up to date with important changes that can impact learning in their classroom but also to connect with teachers across the globe who are sharing resources, ideas and discussing important aspects of education.

Aims of Using Twitter:

- To quickly share school updates with parents and the wider community
- To quickly share and celebrate children's and school achievements, successes and updates
- To demonstrate safe and responsible use of social media
- To promote The Rackham Primary School as a forward thinking and ever- changing school through our use of 21st Century technology

What is the primary purpose of our The Rackham Primary Twitter page?

The school Twitter page will be used principally to share and celebrate the successes of the children and school with staff, parents, governors, the Diocese, other professionals and the wider community. The primary use of the main school account @RackhamPrimary will be to share information detailing special events in school. The aim of this is to run alongside more traditional methods e.g. sending home letters, and not to replace it.

What will @RackhamPrimary tweet?

The school Twitter account will share general school and class messages, information and news. It will also be used to share examples of children's work and photographic evidence of the children's activities and achievements. The school Twitter account will only tweet between the hours of 7am and 7pm between Monday and Friday. The only time tweets outside of this time are for school events (e.g. football matches, residential trips, performances) or to share urgent school news (e.g. closures due to adverse weather). The account may be used to share news and information during a school trip. The account will be run by the senior teacher on a internet connected phone for the period of the trip. Photos taken on the phone for the purpose of sharing on Twitter will be deleted once they have been shared.

The Rackham account will not post photos of children without prior permission from their parent/carer. It will post photos of work and learning. For example, we may share a photo of a child creating a piece of artwork that features the child's hands or back of the head.

Individually targeted content will not be posted. Tweets to a year group or class along the lines of "don't forget the..." may take place. The school will always think about the most effective way to communicate important information.

Who will The Rackham (CE) Primary School follow?

The Rackham (CE) Primary School sees itself more as a distributor of information to those who follow it and not as a receiver of information. In order to protect itself from inappropriate content being distributed into its news feed, The Rackham (CE) Primary School will only follow other users who

have clear benefits to the school (e.g. other educational establishments or organisations who work with children, local media). These will be decided on a case-by-case basis at the discretion of the Head teacher. Individual class accounts will follow the same rules and teachers will ensure they do not use their class accounts for personal use in any shape or form.

Who can follow The Rackham (CE) Primary School?

At The Rackham (CE) Primary School we are fully committed to the safeguarding of all our children. The Rackham (CE) Primary School will encourage teaching staff, Governors and parents (of pupils) to be followers.

Who controls content and is accountable for The Rackham (CE) Primary School's Twitter pages?

The uploading of content for the Twitter pages will be controlled by and is the sole responsibility of the Headteacher.

What is inappropriate content and referencing and how will it be dealt with?

The Rackham (CE) Primary School welcomes any referencing, mentions or interactions that share the success of the school community. Therefore, The Rackham (CE) Primary School deems any of the following as inappropriate:

- No surnames of children will be shared – first names only
- Photos of children will not be shared without parental consent
- Offensive language or remarks aimed at the school, its staff, parents, governors or others affiliated with the school;
- Unsuitable images or content posted into its feed;
- Unsuitable images or content finding its way from another's account into the school Twitter feed.
- Images or text that infringe upon copyright;
- Comments that aim to undermine the school, its staff, parents, governors or others affiliated with the school. Any inappropriate content will be deleted and its users will be removed, blocked, and, depending on the nature of the comment, reported to Twitter. Furthermore, incidents of a more serious nature may be reported to the appropriate authority.

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

Headteacher



Signed:

Date: 7th September 2023

Chair of Governing body

A handwritten signature in black ink, appearing to read 'P. Dwyer'.

Signed:

Date: 7th September 2023