



## **Wheelock Primary School**

### **Policy for Acceptable use of ICT**

Written: December 2023

Review: December 2024

## Acceptable Use of ICT Policy

ICT in its many forms – internet, email, mobile devices etc. – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at Wheelock Primary School are aware of the following responsibilities:

- All Staff, Local Governing Board and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff, governors and visitors understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No staff, governor or visitors will disclose any passwords provided to them by the school.
- All staff, governor and visitors understand that they are responsible for all activity carried out under their username.
- Staff, governor and visitors will not install any hardware or software on any school owned device without Checking with our ICT technician.
- All staff, governor and visitors understand that their use of the internet may be monitored and if anything, untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an E-safety incident should occur, staff will report it to the Lead or Deputy Designated Professional for Child Protection as soon as possible.
- All staff, governors and visitors will only use the school's email and internet and any related technologies for uses permitted by the Principal or governing board. If anyone is unsure about an intended use, they should speak to the Principal beforehand.
- All staff, governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Principal or governors. No passwords should be divulged, and memory sticks should also be encrypted. These can be obtained from school and used purely for school use. They should not be used as permanent storage, instead the Cloud should be used.
- Personal devices must only be used in the context of school business with the explicit permission of the Principal. Personal mobile phones should not be used for taking any photographs of children. Each class has a class iPad that can be used for these purposes. These school iPads must NEVER be used for personal use.
- All staff and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff and visitors will only use the approved email system for school business. This also includes the use of Basecamp.
- Personal email accounts should not be used for school purposes.
- All staff and visitors will make every effort to comply with copyright and intellectual property rights.
- All staff and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Principal, who is the Designated Safeguarding Lead, or a member of the Safeguarding Team, in line with our school's Safeguarding Policy

### **Security requirements**

- Staff members must ensure:
  - School devices must not be left unattended
  - Screensavers which lock the device after a period of time must be installed
  - Strong password policy – letters, numbers and special characters
  - Passwords must never be shared
  - Passwords should be changed frequently
  - School devices can only be used off-site in the following situations/locations:
    - At home, school trips and professional development courses