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Staff Online and ICT Acceptable Use Agreement

This policy applies to all staff of the school, regardless of their use of ICT systems

The aim of this agreement is to allow users to benefit from modern communication technologies whilst promoting safe and appropriate practice through establishing clear and robust acceptable ICT user guidelines.

It should be read alongside the school Safeguarding Policy, E-Safety Policy, Twitter Policy and Staff Code of Conduct.

School Email

Every member of staff is provided with a school email address. The email system can be accessed from both the school computers, and via the internet from any computer. **Unless in exceptional circumstances, all school related communication must be via the school email address.**

The sending of emails is subject to the following rules:

- Language must not include swear words, or be offensive or abusive.
- Emails or attachments of a pornographic, illegal, violent, sexist or racist nature, or the forwarding of chain messages are not permitted.
- Sending of attachments which contain copyright material to which the school does not have distribution rights is not permitted.
- The use of personal email addresses by staff for any official school/setting is not permitted.
- Any electronic communication which contains any content, which could be subject to data protection legislation (e.g. sensitive or personal information), will only be sent using secure and encrypted mail.
- Emails should never contain children's full names in either the subject line or main body of text. Initials should be used wherever possible.
- Access to school /setting email systems is via secure passwords that are regularly changed.

- Members of the community must immediately tell a designated member of staff if they receive offensive communication and this will be recorded in the school safeguarding files/records.
- Staff will be encouraged to develop an appropriate work-life balance when responding to email. Where possible staff emails will not be sent over the weekend.
- Emails sent to external organisations should be written carefully and checked before sending, in the same way as a letter written on school headed paper would be.
- School email addresses and other official contact details will not be used for setting up personal social media accounts.

Internet Access

The school provides internet access for all staff and pupils in order to allow access to the wide range of content available. The school's internet connection is filtered, meaning that a large amount of inappropriate material is not accessible. However, on occasions it may be possible to view a website which is inappropriate for use in a school. In this case the website must be reported immediately to the school's Designated Safeguarding Lead/s. All members of staff need to understand that that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.

Supervision of pupils will be appropriate to their age and ability

At Early Years Foundation Stage and Key Stage 1, pupils' access to the Internet will be by adult demonstration or directly supervised access to specific and approved online materials which supports the learning outcomes planned for the pupils' age and ability. At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Children will be directed to online material and resources, which support the learning outcomes planned for the pupils' age and ability.

- It is not permitted to attempt to access, on any device, pornographic, illegal, sexist, violent, racist or inappropriate material in school.
- The use of online real-time chat rooms is banned.
- No member of staff may download any software from the internet for installation onto a school computer system without first consulting with the Headteacher.

Personal use of Equipment

The ICT provisions provided by the school are for work relating to the school. However, the

school acknowledges that, on occasion it may be necessary to use the ICT equipment for personal use. This is permitted provided that:

- Any activity carried out on them complies with the other terms of this policy.
- No personal applications are loaded onto any computers.
- Whilst in school, machines are only to be used for school related business.
- The removal of ICT equipment from the school site must be covered by home insurance.

Digital Cameras (including iPads)

The school encourages the use of school digital cameras/ipads and video equipment; however staff should be aware of the following guidelines:

- Photos/videos should only be named with the pupil's first name if they are to be accessible in school only
- Check parent has given consent for child to be photographed/videoed (Photograph and Video consent form)
- Only use images of children in suitable clothing

Mobile phones

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office. The exception to this is the Headteacher who may use personal devices to take photos in school for the school Twitter Account. In such circumstances no photographs will be stored on personal devices and these devices will be regularly spot checked by a member of the Senior Leadership Team
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer or handbag) during class time.
- Mobile phones should not be used by staff in a space where children are present (e.g. classroom, playground, school offices).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. staff room, either before 8.45am, at break time, at lunchtime or after school has finished.
- It is also advised for security that staff protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPad.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

All Volunteers, Visitors and Governors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones – this is reinforced by signage and, if necessary, reminders from staff.

Premises staff, including the Caretaker and contractors are expected to use mobile phones for business purposes only – see separate Acceptable Use Guidelines for Compass Employees.

File Storage

Each member of staff has their own personal area on the network, as well as access to shared network drives.

- Any school related work should be stored on one of these network drives.
- Personal files are not permitted on the network areas.
- Staff are responsible for ensuring they have rights for the storage of any file in their area, for example copyright music files.
- Any files stored on removable media must be stored in accordance with the following:
 - If information/data has to be transferred it must be saved on an encrypted, password protected, storage device.
 - No school data is to be stored on a home computer, or un-encrypted storage device.
 - No confidential, or school data which is subject to the Data Protection Act should be transferred off site unless it is sent by secure email.
- Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access. Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Social Networking

- Members of staff are encouraged to set the highest of privacy levels when using social media sites
- All members of staff are advised not to communicate with or add as 'friends' any current or past pupils, or current or past pupils' family members, via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this will be discussed with the Headteacher.
- No communication should take place between parents of pupils or pupils and staff members regarding any issues relating to the school or pupils using social networking sites.
- Members of staff will notify the Senior Leadership Team immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the school.
- Members of staff are encouraged not to identify themselves as employees of Kew Riverside Primary School on their personal social networking accounts. This is to prevent information on these sites from being linked with the school and also to safeguard the privacy of staff members and the wider community.
- No details or opinions relating to any pupil are to be published on any website.
- No opinions regarding another member of staff, which could cause offence, are to be posted.
- No communication should take place between pupils and staff members using any online service.
- No photos or videos, which show pupils of the school, who are not directly related to the person posting them, should be uploaded to any site other than the school's Website.
- No comment, images or other material may be posted anywhere, by any method that may bring the school or, the profession into disrepute.

Staff Acceptable Use Agreement

As a school user of the network resources/equipment I agree to follow the school rules (set out above) on its use. I will use the network/ equipment in a responsible way and observe all the restrictions explained in the school acceptable use policy. If I am in any doubt I will consult the E- Safety leader.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

Signed _____ Date _____

Print name _____

Updated September 2020