





Acceptable Use Policy for Staff

Status	Non - statutory
Review cycle	Every 2 years
Date written/last reviewed	September 2024
Date of next review	September 2025
Signature of Acting Headteacher Mrs Wreford	
Date	September 2024
Signature of Chair of Governors Annabelle Hughes	
Date	September 2024
Published on website	No

Staff/Governor ICT Acceptable Use Agreement

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

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. **Wherever possible, 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 business 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 including DFE S25, LGFL, USO FX2 or CISCO.
- Emails should never contain children's full names in either the subject line or main body of text. Initial or first name should be used wherever possible.
- Access to school /setting email systems will always take place in accordance to data protection Legislation and in line with other appropriate school/setting policies e.g. confidentiality.
- 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 and are asked not to send any emails **after 6pm** on a weekday and none over the weekend – **unless previously agreed.**
- 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. When sending to multiple persons always use BCC so email addresses are not shared.
- School email addresses and other official contact details are not to be used for setting up personal accounts.
- School email addresses and other official contact details are not to be used for setting up personal social media accounts.
- School email addresses are not to be used for any online services e.g. to have e-tickets email over.

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 Sarah Taunton-Johnson or Helen Frank. 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 with prior viewing recommended for new websites that will be shared with children.

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 through their year group Google Classroom.

- It is not permitted to attempt to access, on any device, pornographic, illegal, sexist, violent, racist or inappropriate material in school.
- The use of live chat rooms is not permitted unless part of Blended Learning provision.
- Members of the ICT Support Team have access to an unfiltered internet connection. Access

- is still only permitted to appropriate websites, unless directly instructed by Mrs Wreford.
- The use of online real-time chat rooms is banned, the only expectation is the use of the chat function in Google Classroom during planned learning time. When this platform is not being used the commenting function will be disabled.
- No member of staff may download any software from the internet for installation onto a school computer system without first consulting with Helen Frank.

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 and a loan agreement form signed

Digital Cameras – see X policy

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

- Photos should only be named with the pupil's first name and only saved on the school server and not on personal devices.
- The use of personal cameras in school is permitted at the discretion of the Headteacher.
- When a personal camera is permitted, a school SD card must be used and kept on site.
- No mobile phone cameras apart from school mobile phone, Mrs Wreford's or Mrs Gee's or Mrs Tadman-Barson's to be used.

Security – see GDPR policy

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.
- No removeable media is to be used to store and transfer files. Instead all staff who need to access online files need to access the server using the remote server portal. This is in line with our GDPR policy.

Mobile Phones – see policy

Social networking

For the purposes of this section the term 'friends' is used to define any link created between the online profiles of two or more people.

- 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 Mrs Wreford.
- 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 SLT 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 Meadlands 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 (Jolene Gee)

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 _____