



NORTHSIDE

Primary School

Acceptable Use Policy for Staff and Governors Policy

Last review: September 2020

Ratified: 24.5.17

Review: September 2021

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will not download or save sensitive or personal data onto a personal device, I will store this data on the school server and or school devices.
- I will ensure that I work in a secure environment where my screen is not visible to others when working on sensitive or personal data.
- I will always log out when I finish working.
- I will report any data breaches to the SLT/ Data Protection Officer as soon as possible.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any confidential school business.
- I will only use the approved school email or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business. I will not use my own phone to communicate with parents without prior approval of the Headteacher except in an emergency and I will withhold my number.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the ICT leader.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive) that does not have up-to-date anti-virus software to the network / Internet and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras, tablets, laptops or other equipment for taking and transferring images of pupils or staff without permission and will not store images without consent of the data subjects.
- I will not use a mobile phone or other photographing equipment of my own to take any pictures of children.
- I will ensure that I secure ICT hardware using appropriate safety measures:
 - My class laptop will be secured at all times
 - Laptops/netbooks used by children will be locked away in a secure cupboard or the ICT suite at the end of each school day.
 - Other items of ICT hardware e.g. cameras, will be secured in lockable cupboards when not in

use.

- I will use cloud systems in accordance with School advice.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use".
- I will only use school hardware for business purposes and personal purposes in a responsible way which minimises the risk of any data breaches. I understand that I will be subject to disciplinary procedures in line with our staff code of conduct and online safety policy should any breaches occur.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's online safety curriculum into my teaching.
- I will only use LA systems in accordance with any corporate policies.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to the Headteacher.

Within Social Networking:

- I will not contact pupils using social media or any other means not authorised by the school
- If any of my online activity affects students, staff or the wider community I understand that this could lead to disciplinary action
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I understand that I cannot publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.
- I will not use Social Networking sites for the promotion of personal financial interests, commercial ventures or personal campaigns
- I will not breach any of the school's policies
- I will not discuss or advise any matters relating to school events or matters, staff or pupils without prior permission from the Head Teacher
- I will not identify myself as a representative of the school
- I understand that failure to comply with this agreement could lead to disciplinary action.

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User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety policies.

I agree to abide by all the points above.

I wish to have an email account and be able to use the school's ICT resources and systems.

Signature _____ Date:

Full Name _____ (printed)

Role within the school _____