Hovingham and St Hilda's, Ampleforth CE VC Primary Schools Federation
Acceptable Use Policy: Staff and Governor Version February 2021

Equality Statement:

At The Hovingham and St Hilda's, Ampleforth CE VC Primary Schools Federation we work hard to ensure that the culture and ethos are such that, whatever the abilities and needs of members of the school community, everyone is equally valued and people treat one another with respect. Our schools provide pupils and staff with the opportunity to experience, understand and value diversity. In the operation of this policy, we will endeavour to ensure that all members of our school community receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

Rationale

The internet has enormous potential and is a wonderful resource. However, improper use can be dangerous. The purpose of this policy is to ensure that everyone within our establishments are equipped to use the internet to advantage and have the knowledge to keep themselves and others safe. Use of the internet in school should be limited to work connected with school and not for personal use. Any use of the network in the establishment that brings it into disrepute is not allowed. We encourage everyone using the network on our site to enjoy the benefits that it brings but to be aware of its limitations and your responsibilities.

The Hovingham and St Hilda's, Ampleforth CE VC Primary Schools Federation is committed to...
The use of the internet to further our aims in a safe, secure and responsible environment...

Acceptable Use Agreement – ICT and E Technology

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT and the related technologies such as email, the internet, web technologies and mobile devices. Members of staff should consult with Headteacher for further information and clarification.

Code of conduct

Users of the internet on site must not:

- send or forward any message that could be considered as bullying or harassment

- attempt to visit illegal or inappropriate websites

- attempt to download illegal or inappropriate material

- use it for purposes other than school business

- post confidential information

- gamble online

- download or distribute copyright information

- access the system using another employee's password without prior authorisation from the headteacher

- use inappropriate language that could cause offence

- reveal personal information e.g. home address, telephone number, social networking details

- trespass into other users' files

- use personal digital cameras or phones for transferring images of children/young people unless this has been agreed with the headteacher

- allow parents or children/young people to add them to social networking sites

- add parents or children/young people to social networking sites

- send or publish material that violates the Data Protection Act.

Please report any concerns that you might have when using the internet to a senior member of staff immediately.

Please note that failure to follow this code could result in loss of access to resources as well as disciplinary action.

Members of staff:

- Must not make any comment on social media which relates their place of work.

- Should ensure that their use of web technologies, including social networking sites, such as Facebook, Twitter, Instagram does not question or bring their professional role into disrepute. Members of staff:
    o Are advised to consider, and set appropriately, their privacy settings on such sites
    o Should consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever
    o Should not communicate with pupils, in relation to either school or non-school business, via web technologies. Members of staff should only communicate with pupils using the appropriate LA/school learning platforms or other systems approved by the Headteacher

- Must only use the school's email, internet and intranet and other related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body. Individual employees' internet and other related technologies can be monitored and logged and can be made available, on request, to their line manager or Headteacher.

- Must only use approved, secure email systems for any school business.

- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.

- Should not use school information systems or resources (e.g. cameras, laptops, memory devices) for personal purposes without specific permission from the Headteacher; they should only used for professional purposes

- Should ensure that personal data (such as data held on Integris) is kept secure and is used appropriately, whether in school, taken off school premises, or accessed remotely. Personal data can only be taken out of school when authorised by the Headteacher or Governing Body.

- Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits (where this has previously been the case all images should be copied on to the school server in the images folder). With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused.

- Are not permitted to contact or communicate with pupils, parents or conduct school business using personal email addresses or telephones, without specific permission from the Headteacher

- Should not give out their own personal details, such as telephone/mobile number or email address, to pupils or parents

- Must ensure that all electronic communication with pupils and staff is compatible with their professional role

Please apply the same safeguards when using the equipment and internet on the site as you would at home. This includes:

- logging off after your session is over

- logging off for someone if they have not

- checking USB drives, portable hard-drives, personal laptops for viruses before linking to site equipment

- signing out any equipment you borrow

- locking away/returning any portable equipment after use including chrome books.

User Signature

I agree to follow this user agreement, and understand that failure to do so may result in disciplinary proceedings in line with the School's Disciplinary Procedure. On agreeing to this Acceptable Use Agreement it will be logged on the school's network management system and acceptance represents a digital signature.

Please see signatures in 'Safeguarding Policies' Folder located in each office,

Please direct any questions or queries to the Headteacher in the first instance.

The success of this policy

The success of this policy will be judged according to:
- the number of reports of inappropriate use
- the number of concerns raised by staff, children/young people within the establishment.