



HRB Acceptable Use (Staff)

Loving Heart - Strong Mind

This policy is designed to ensure that all users of technology in school do so safely and with due regard to other users. The aim is to protect staff (and pupils) from the dangers that arise from technology, including any misuse of equipment, and will increase the chance of acceptable use taking place. It will be one way to enable our focus on 'building loving hearts and strong minds' in every member of our community to be realised.

Head Teacher: Marie Dyche

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Acceptable Use Policy for School Staff

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Expectations of staff which are agreed in the signing of this policy:

Any content I post online (including outside school time) or send in a message will be professional and responsible and maintain the reputation of the school. I understand that I may have to respond if concerns are raised about my conduct online.

To protect my own privacy I will use a school email address and school telephone numbers (including school mobile phone) as contact details for any communication that is school related.

If I use any form of electronic communication for contacting pupils or parents, I will use the school's systems such as Class Dojo, never a personal account. Messages through school's systems will be school related and not personal. I understand that this can be checked by members of the SLT.

I will only use my personal mobile phone for personal use during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager. In the Early Years, phones will not be used while pupils are present.

I will never use my personal mobile phone or other personal electronic equipment to photograph or video pupils, unless in exceptional circumstances with the agreement of my line manager. In the Early Years, images and videos of pupils will never be taken on personal mobile phones.

Taking photographs and videos will only be done with the consent of pupils and/or their parents for agreed school activities.

I will take all reasonable steps to ensure the safety and security of school IT equipment which I take off site and will remove anything of a personal nature before it is returned to school.

I will take all reasonable steps to ensure that all personal laptops and memory devices are fully virus protected and that protection is kept up to date in consultation with the schools IT manager.

I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded.

I will follow school policy on compliance with the General Data Protection Regulations (GDPR).

Confidential school information, pupil information or data which I use will be stored on a device which is encrypted or protected with a strong password. Computers are password protected and will be fully logged off or the screen locked before being left unattended. This will be monitored by member of the SLT.

I understand that I have the same obligation to protect school data when working on a computer outside school.

I will report immediately any accidental loss of personal or sensitive information so that appropriate action can be taken.

I understand that the school may monitor or check my use of IT equipment and electronic communications.

I understand that the school has the right to examine or delete any files that may be held on its computer system, to monitor any internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

I understand that by not following these rules, I may be subject to the school's disciplinary procedures.

I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with the document.

By digitally signing, you are agreeing that you understand and will adhere to the rules within this policy so that your use of IT is acceptable.