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| **Reviewed by WTCS Federation** | M. Glenton 11.02.22 | Governing Body  16.02.22 |

# WEST TYNE FEDERATION OF SCHOOLS

**Acceptable Use Policy for staff and visitors**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the Federation’s internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school’s Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

# *As a school with responsibility for children’s safeguarding, it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.*

# *All members of staff have a responsibility to use the school’s computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.*

# This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

1. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, watches, tablets, digital cameras, email and social media sites**.**
2. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. Mobile Phones
   1. Teacher and Teaching Assistants’ mobile phones are allowed in school, but are not allowed to be used in sensitive areas (EYFS, cloakrooms, toilets, when children are changing, swimming). Mobile phones should only be used for communication when children are not around and **not during teaching time.** Mobile Phones should belocked away in classroom drawers/cupboards when not in use.
   2. Lunchtime Supervisors’ mobile phones are allowed in school, but are not allowed to be used unless in exceptional circumstances. For example, a lunchtime supervisor may find that they are isolated from other adults and need first aid support with a child. In this case, a phone call to the school office is permitted.
   3. Staff are not permitted to use the internet or send text messages during teaching time.
   4. Supply Teachers and Supply Teaching Assistants are requested to have their mobile phones locked in the Main Office during teaching times.
   5. Cameras on personal phones or tablets will not be used to take pictures of children in any circumstances.
   6. Staff are permitted to have their school email account linked to the Outlook mobile app. However, if this is a chosen option mobiles must be password protected.
   7. Mobile phones may be used during off-site visits (to contact school) however mobile use on these occasions must be appropriate and professional. Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
4. I understand that any hardware and software provided by my school for staff use can only be used by members of staff within the federation (and can only be used for school related work).
5. Personal use of school ICT systems and connectivity is, only permitted with the consent of the Head Teacher and in his absence, the Deputy Head.
6. Only The Head Teacher and Office staff have access to the admin server or computers which have this access.
7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
8. I will respect system security and I will not disclose any password or security information to another member of staff. I will use a ‘strong’ password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system).
9. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
10. Data Protection {*West Tyne Church Schools Federation has a separate Data Protection Policy}*
    1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any personal data which is being removed from the school site (such as via email or on memory sticks) will be agreed by a method approved by the school. {for example, approved cloud based system }
    2. If I choose to use a portable device (Phone, Tablet etc…) to collect my work e-mail I will ensure that the device is locked by a pin code or password and will be wiped when I dispose of the device.
    3. I will not keep professional documents which contain school-related personal information (including images, files, videos etc.) on any personally owned devices (such as laptops, digital cameras, mobile phones)
    4. Digital Images or videos of pupils will only be taken from the school premises using Sharepoint as a secure transport method. Images of children are not permitted on memory sticks of external hard drives.
    5. I will not use unapproved cloud storage systems (Dropbox, icloud etc) for storing personal data of staff or pupils.
11. I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
12. I will respect copyright and intellectual property rights.
13. Emails
    1. Email contact with parents is permitted through the office email address only. Messages should be professional and uphold the integrity of the school.
    2. In exceptional circumstance (e.g. national lockdown) staff can communicate with parents or pupils through agreed channels (such as TEAMS) where prior permission has been sought from the Head Teacher.
    3. Anyconcerns regarding content or appropriateness should be reported to the Headteacher (or in her absence, the Deputy Head) immediately. Individual work emails should not be used to communicate with parents unless agreed by the Headteacher.Personal emails will not be used to communicate with parents or pupils at any time.
14. Social Media.
    1. I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media.
    2. I will not communicate with pupils or ex-pupils under the age of 18 using social media without the express permission of the Head teacher*.*
    3. My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Head Teacher. *This would include any relatives of current pupils that are my “friends” on a social media site.*
    4. My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems.  This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.
    5. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute. This would include any comment made, even in the belief that it is private on social media.
    6. When posting on the school Facebook page, I will ensure that posts are professional and uphold the integrity of the school. I will ensure children who do not have permission for photographs or to be used on social media will not appear on posts I have made on the school’s Facebook page.
15. I will report all incidents of concern regarding children’s online safety to the Designated Child Protection Leader as soon as possible via CPOMS. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the designated lead for filtering as soon as possible via CPOMS.
16. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the Head Teacher as soon as possible.
17. I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
18. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Head Teacher.
19. I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

*The School may exercise its right to monitor the use of ~~i~~nformation systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School’s Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service’s information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.*

**I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy.**

Signed: ……………………….... Print Name: ……………………… Date: ………

Accepted by: ……………………………. Print Name: ………………………….

**Once completed, this agreement is to be filed in the individual’s personel file.**

West Tyne Church Schools Federation

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Pupils’ e-safety agreement

**For my own personal safety – everywhere!**

* I will ask permission from a member of staff before using the Internet at school
* I am aware of “stranger danger” when on line and will not meet online friends
* I will tell an adult about anything online which makes me feel uncomfortable
* I will not try to bypass the system to reach websites the school has blocked
* I understand that the school may check my files and may monitor the web pages I visit
* When in school I will only contact people with my teachers permission



* I will be very careful when sharing pictures or video of myself or my friends. If I am in school, I will always check with a teacher.
* I will not put my “Personal Information” online. (My full name, birthday, phone number, address, postcode, school etc.)

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**To keep the system safe**

* I will only use my own login and password, which I will keep secret
* I will not access other people's files
* I will not play games on a school computer unless my teacher has given me permission
* I will not install software on school computers
* ****I will not use the system for gaming, gambling, shopping or uploading videos or music

**Responsibility to others (both inside and outside of school)**

* The messages I send will be polite and responsible
* If incidents of inappropriate behaviour using ICT are reported to the school, parents will be notified and I may have computing privileges in school taken off me.
* I will not upload images or video of other people without their permission
* Where work is copyrighted, I will not either download or share with others.
* I understand that the school may take action against me if I am involved in incidents of inappropriate behaviour wherever their location. If the activities are illegal this may be reported to the police.

Personal Devices

* The school cannot accept responsibility for loss or damage to personal devices
* It is not permitted for pupils to use mobile phones during the school day. Children are not permitted to bring phones to school unless parents have agreed this beforehand with the Head Teacher for a specific purpose (which is to take place before or after the school day). These hones will be kept in the office.
* Other devices (e.g. Games consoles, cameras) should only be brought into school with permission from a teacher.

Meeting using Microsoft Teams (in the eventuality of lockdown)

* Dress sensibly – you don’t come to school with your pyjamas on, so please don’t wear them when we meet virtually
* You are not allowed your phones in classes so please don’t use your phones during a live meeting with your class teacher.
* Virtual lessons should take place downstairs in your lounge, kitchen, dining room etc with an adult.
* Your virtual lessons are for you, not for other members of your family. So only you must participate. An adult may be in the room with you to help with technical problems – but they would not be in a normal classroom with you, The adults should certainly not be whispering answers to you!
* Do not share your virtual lessons on social media or any other way (emails etc). Do not photograph your screen.
* Teachers will mute microphones and these should remain muted unless your teacher invites you to unmute or unmutes you themselves.
* Cameras should remain on unless your teacher gives you permission to turn it off.
* Adults who are helping you, must also dress sensibly and behave in a socially acceptable manner.

To be completed when children enter Key Stage 2. Please separate from the agreement overleaf, sign and return to the school.

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| **Pupil and Parent e-safety contract**  Please complete, sign and return to the school secretary | |
| ***Pupil:*** | ***Year group:*** |
| **Pupil’s Agreement**  I have read and I understand the pupils e-safety agreement, and will abide by the rules which are designed to keep both myself, others and the school safe | |
| ***Signed:*** | ***Date:*** |
| **Parent’s Consent** I have read and understood the e-safety agreement and give permission for my son/daughter to access the Internet at school or whilst using a school laptop at home, and will encourage them to abide by these rules. Children will receive advice on e-safety at school, advice for parents is available at https://www.thinkuknow.co.uk/or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials.  The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents / carers. The school will seek to work with families to help them to encourage children to adopt safe use of the digital technologies at home.  I will be a role-model when commenting on online posts or social media relating to the school. The Federation is open to free speech but online comments and using ICT to air grievances is unacceptable within our vision, values and expectations. If I have a concern or would like to discuss an issue, I will share this with the class teacher or Head Teacher.  If I do not consent to my child’s image being used on the school website/social media account, it is my responsibility to contact the school to notify them of my wishes.  I will follow the school’s guidance on taking and sharing images and video at school events under the direction of the Head Teacher/Senior Lead. | |
| ***Signed:*** | ***Date:*** |
| ***Please print name:*** | |