

St Wilfrid's RC Primary School

As a Rights Respecting School this policy relates to UNICEF rights under the Convention on the Rights of the Child Article 17 (Access to information; mass media): Children have the right to get information that is important to their health and well-being. Governments should encourage mass media – radio, television, newspapers and Internet content sources – to provide information that children can understand and to not promote materials that could harm children. Mass media should particularly be encouraged to supply information in languages that minority and indigenous children can understand. Children should also have access to children's books.

Acceptable Use of Technologies Policy – Staff

ICT and related technologies such as e-mail, the Internet (including social networks) and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all staff are aware of their individual responsibilities when using technology. This policy should be read in conjunction with: Staff Code of Conduct, Statement of Ethical Standards and the school's Safeguarding policies and procedures.

All staff members and Governors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head Teacher.

- I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
- I will be an active participant in online safety education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.
- I will not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form.
- I will not be involved with any online activities, either within or outside school that may bring the school, staff, pupils or wider members into disrepute. This includes derogatory/inflammatory comments made on Social Network Sites, Forums and Chat rooms.
- I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will respect copyright and intellectual property rights.
- I will ensure that all electronic communications with pupils and other adults are appropriate.
- I will not use the school system(s) for personal use during working hours.
- I will not install any hardware or software without the prior permission of the Headteacher.
- I will ensure that personal data (including data held on MIS systems) is kept secure at all times and is used appropriately in accordance with the General Data Protection Regulation (GDPR).
- I have read and understand the school's Workforce Privacy notice (updated in line with GDPR 25/05/18)

- I will ensure that images of pupils and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
- I will report any known misuses of technology, including the unacceptable behaviours of others.
- I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.
- I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
- I have a duty to protect passwords and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
- I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
- I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.
- I will take responsibility for reading and upholding the standards laid out in this policy and related staff conduct/safeguarding policies.
- I will support and promote the school's online safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

User Signature

I have read and agree to follow this code of conduct and to support the safe use of ICT and related technologies throughout the school.

Signature

Date

Full Name (PRINT)

Position/Role.....