St Paul's Church of England Primary School
Acceptable Use Policy (Computing) - Staff

Adopted by: Children, Families and Community Committee
On: 20th May 2015
Review: Summer Term 2018

Introduction

The school has provided ICT equipment (laptops, cameras etc.) for use by staff, providing access to a vast amount of information, and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all staff, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling personal goods are inappropriate.
- Digital cameras are for school use only. They may be used to provide visual records of school trips, but should always be signed out and in again upon return. The use of the cameras for any other purposes is strictly forbidden.
- When using cameras, please be aware of any children whose parents do not wish them to be recorded in this way. It is your responsibility to check this.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software and ensure they have been found to be clean of viruses before connecting them to the network.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.

Security and Privacy

- Protect your identity by keeping your password to yourself; never use someone else's logon name or password.
- Always be wary about revealing your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.

- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you, the children or your work at risk.
- Computer storage areas and floppy disks will be treated like school lockers. ICT staff may review your files and communications to ensure that you are using the system responsibly

Internet
- You should access the Internet only for school related activities.
- Only access suitable material; using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- 'Chat' activities (Bebo, Facebook, Messenger etc) should be avoided.
- Video file sharing sites (such as YouTube) can be a valuable teaching resource, but it is vital that you screen any footage completely before showing it to the children. Children should never be allowed to access these sites unsupervised.
- Where children will be using websites for research purposes, please check the site thoroughly (including external links or advertisements) before allowing the children access.

Email and Social Media
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is in public.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or sexually inappropriate content, DO NOT DELETE - always report such messages to a member of ICT staff or senior management. The sending or receiving of an email containing content likely to be unsuitable for schools is strictly forbidden.
- Remember, once you forward an email, it will have your email address embedded permanently as a previous sender – it is your responsibility to ensure the email is of an appropriate nature.
- Ensure that any privacy settings on any social media (Facebook, Twitter etc.) are kept up to date and secure – be particularly aware of following or befriending parents of children potentially, currently or previously at the school.
- Staff should be very careful when using social media tools. Where possible, restrict your settings as far as possible to control who has access to your content. Be aware that some parents and other members of the school community may actively try to find you via social network sites. Be very careful who you accept as a friend on these sites and never accept pupils. Consider carefully what content you have on your profile, being aware that it could potentially become public.
- Never photograph or discuss any pupil, their work or confidential school information on a social network site.
- If you become subject to any unwanted communication through social networking sites in relation to your work at school do not respond, save and report the problem.

- **Images, photographs, links shared and comments on social media which are defamatory, illegal or that contravene School, Local Authority or National guidelines on professional standards will not be tolerated and will be dealt with in line with the school's disciplinary procedures.**

Please read this document carefully. If you violate these provisions, access to the Internet and school equipment may be denied and you could be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding staff behaviour.   Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the school ICT facilities within these guidelines.

Name: Signature: Date: