St Michael's School

Acceptable Use Policy (AUP): Staff & Policy

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Source	St Michael's
Review cycle	3 years

St Michael's Infant school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

- This policy covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, mobile phones, software, equipment and systems.

- I have read the Keeping Children Safe In Education – September 2018

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.

- I will only use equipment/networks for school based purposes unless there are particular or exceptional circumstances, e.g. emergencies and I will always make sure that any use is not to the detriment of my work

- I will make sure pupils may only use approved e-mail accounts on the school system.

- I will avoid opening and sending personal e-mail on school computers.

- I will treat incoming e-mail with suspicion and will not open attachments unless the author is known.

- I will not browse, download or send material that could be considered offensive to colleagues.

- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Computing Leader or the Head of School/Executive Head (who is also the DSL).

- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.

- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.

- I understand that all Internet usage / and network usage can be logged and this information could be made available to the Head of School/Executive Head or Chair of Governors.

- I will ensure all documents are saved, accessed and deleted in accordance with good safety practice.

- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended system.

- Images of pupils and/or staff will only be taken, stored and used for professional purposes and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network/website without the permission of the parent/carer, member of staff or Head of School/Executive Head.

- I will report any incidents of concern regarding children's safety to the On-Line Safety Leader, or the Designated Safeguarding Lead Officer/Head of School/Executive Head..

- I will comply with standard ICT system security and not disclose any passwords provided to me by the school or other related authorities.

- I understand that I am responsible for all activity carried out under my username.

- I will not use blogs/social networking sites, e.g. Facebook, where my professional conduct could be brought into question or bring the school into disrepute.

- I will not be 'friends' on Facebook with any present/past parents, present/past pupils from St Michael's Infant school. Where there is an established friendship or family connection outside school this may be permissible after consultation with the Head of School/Executive Head.

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.

- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal

data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.

- I understand that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

- I will support the school's Online Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. I will promote E-safety with the children and will help them to develop a responsible attitude to system use, communications and publishing.

- I will only use LA systems in accordance with any appropriate policies i.e. SIMS

- St Michael's school allows staff to bring in personal mobile telephones and devices for their own use.

    o The school does not allow a member of staff to contact a pupil or parent/carer using their personal device unless in an emergency, for example, if it was on a school outing.
    o Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
    o All staff must ensure that their mobile telephones/devices are left in a cupboard or drawer throughout contact time with children.
    o Mobile phone calls may only be taken at staff breaks or in staff members' own time.
    o If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in a room where children are not present.
    o If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Head of School/Executive Head.
    o Staff (will need to) ensure that the Head of School/Executive Head has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
    o All parent helpers will be requested to not use their mobile phone to receive any calls whilst in the school the building.
    o All staff are asked out of courtesy not to make/receive calls in the staffroom when other people are present.
    o During group outings staff will carry their mobile phones for emergency purposes only.
    o Mobile phones must not be used to take photographs of children.
    o Mobile phones must not be used by parents to take photographs of children in school or on school visits.
    o A senior member of staff reserves the right to check the image content of a member of staff's mobile phone, should there be any cause for concern.
    o Should inappropriate material be found then the Designated Safeguarding Lead (DSL) will be contacted immediately. The guidance from the Local Authority as to the appropriate actions will be followed.

- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head of School/Executive Head.

- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

APPENDIX 1

Staff, Parent and Pupil Zoom Acceptable Use Policy – January 2021

<u>St. Michael's C of E (A) Infant School</u>

Remote learning is now a recognised part of our educational provision and in order to create a safe environment for pupils and staff when taking part in live Zoom conference sessions, the following considerations must be observed:

1. By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.

2. Zoom is only to be accessed by a device in a communal family space.

3. Initial access to the session should ideally be supervised by an adult who will then be available to deal with any technical difficulties.

4. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.

5. Recording, photos or screenshots of the Zoom meeting are not currently allowed by participants or teachers.

   (The school has made the decision NOT to record Zoom meetings. If this is changed in the future, we will inform parents and ask for permission as well as stating at the start of any meeting that it is going to be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy.)

6. We will aim to start the Zoom meeting on-time and would ask that participants do the same. Joining late can cause disruption.

7. For participants, some Zoom facilities may be disabled by the host teacher. This includes, but is not limited to, the screen record function, chat and screen share.

8. Lastly, the same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation. If this happens the parent would be made aware.

Additional zoom protocol/information for staff leading zoom calls.

- Don't allow attendees to join before host
- Turn screen sharing off for participants
- Set up a 'waiting room' and only admit those you know you have invited
- Do not publicise your meeting's link on social media
- Do not take screenshots or record videos of a zoom live meeting

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User Signature

- I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy (normally an annual revisit).

- I agree to abide by the school's most recent Acceptable Use Policy.

- I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature ……………………….………… Date ……………………

Full Name …………………………………..(printed)

Job title/Role . . . .