



Acceptable Use Policy

Hurst Green Infant School and Nursery
and
Hurst Green and Holland Sure Start
Children's Centre

Last Update: November 2017

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will ensure that children are not left using ICT equipment unsupervised in line with our school online safety policy.
- I will only use the school's email / Internet / Intranet and any related technologies for professional purposes, or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the 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 ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system for any school business.
- I will ensure my email password is a minimum of 8 characters, including upper and lower case letters, a number and a symbol.
- I will ensure that personal data (such as data held on SIMS) is kept secure (on an encrypted, password protected memory stick) 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 will not install any hardware or software without the permission of the ICT subject leaders.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy 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/carers, member of staff or Head teacher.

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.

- I will respect copyright and intellectual property rights.

- I will not post any information of school events on social networking sites without the prior permission of the head teacher. I will not post any photos, videos or comments about school on social networking sites.

- I will ensure that any other posts on social networking sites will not bring myself or the school into disrepute.

- I will regularly check my security settings on social networking sites to ensure privacy at all times.

- I will not be 'friends' with parents or siblings on social networking sites unless I know them in a personal context.

- I will report any incidents of concern regarding children's safety to the Online Safety Leaders, the Designated Safeguarding Lead or Head teacher.

- I will ensure that electronic communications with pupils including email, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.

- I will ensure that my mobile phone is switched off and in a safe place during lesson times and will only use my mobile phone in the staffroom during teaching hours. I will use my mobile phone responsibly and in line with the school's Online Safety policy.

- 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 Online Safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

User agreement:

I agree to follow this Acceptable Use Policy and to support the safe use of ICT throughout the school.

Signed:

Date: