



## **Newdigate C of E Endowed Infant School**

### **Acceptable Use Policy (AUP): Staff**

**Created: May 2009, Last Updated: February 2016**

- This policy covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, mobile phones, software, equipment and systems.
- 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 at school.
- 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 ICT Leader or the Head Teacher.
- 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 Teacher 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/learning platform/website without the permission of the parent/carers, member of staff or Head teacher.
- I will report any incidents of concern regarding children's safety to the E-safety Leader, the Designated Child Protection Officer or Head teacher.

- I will use the school's Learning Platform in accordance with school and South East Grid for Learning advice.
- 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 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 E-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
- Newdigate school allows staff to bring in personal mobile telephones and devices for their own use.
  - 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.
  - Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
  - All staff must ensure that their mobile telephones/devices are left in a cupboard or drawer throughout contact time with children.
  - Mobile phone calls may only be taken at staff breaks or in staff members' own time.
  - 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.
  - 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 teacher.
  - Staff (will need to) ensure that the Head teacher 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.
  - All parent helpers will be requested to not use their mobile phone to receive any calls whilst in the school the building.
  - All staff are asked out of courtesy not to make/receive calls in the staffroom when other people are present.
  - During group outings staff will carry their mobile phones for emergency purposes only.

- Mobile phones must not be used to take photographs of children.
  - Mobile phones must not be used by parents to take photographs of children in school or on school visits.
  - 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.
  - 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.
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- It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher.
  - 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.



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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 .....

**Authorised Signature, Head Teacher**

Signature ..... Date .....

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