



Newnham Croft Primary School

Acceptable Use Policy for Adults in School

Background

We must accept that the use of technology (Internet, Ipads, mobile phones etc.) have transformed learning, entertainment and communication for individuals and for all who work with children young people. However, the use of technology can also bring risks. All who work with technology should have an entitlement to be safe use at all times.

For my professional and personal safety I understand that:

- I will ensure that my on-line activity does not compromise my professional responsibilities, nor bring the setting into disrepute.
- My use of technology can be monitored.
- When communicating professionally I will use the technology provided by the setting or personal devices with the permission from the setting management, and used within the rules set out by the setting management.
- I will not pursue or respond to personal communication through social networks from children/young people in the setting, their mother/father/carer.
- I will seek permission should I need to use the setting's technology for my personal use.

For the safety of others:

- I will not access, copy, remove or otherwise alter any other user's files, without authorisation.
- I will communicate with others in a professional manner.
- I will share other's personal data only with their permission.
- I understand that any images I publish will be with the owner's permission and follow the setting's code of conduct.
- I will use ONLY the setting's equipment to record any digital and video images, unless I have permission to do otherwise from the setting management.

For the safety of the Setting, I understand that:

- I will not try to access anything illegal, harmful or inappropriate.
- It is my responsibility to immediately report any illegal, harmful or inappropriate incident.
- I will not share my online personal information (e.g. social networking profiles) with the children and young people in my care.
- I will not deliberately bypass any systems designed to keep the setting safer..
- Where personal data is transferred, externally, it will be encrypted.
- I understand that data protection policy requires that any personal data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by the setting's policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users will be kept confidential.
- I will not download anything that I do not have the right to use.
- I will only use my personal device for professional purposes if I have permission from the setting management and use it within the agreed rules of the setting.
- I will inform the appropriate person if I find any damage or faults with technology.
- I will not attempt to install programs of any type on the devices belonging to the Setting, without permission

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Once you have read and understood these guidelines please turn over.



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Rules for using personal devices within school

- Use of personal devices should be limited as much as possible while in school.
- You may use your personal devices within the school setting provided that it is only for professional purposes. These purposes include accessing school emails, viewing the school's online calendar, accessing websites for professional reasons, accessing school digital messages or for taking photographs when having received express permission by the setting management in written form (this can be a digital message).
- In the circumstance that you use your personal device to take a photograph/video, this image file must be transferred as quickly as possible to the file server and then quickly deleted from your own device. If possible school devices should be used. Images taken should not include pupils faces without the express permission from parents.
- You should not be accessing your personal device at a time when you are being distracted from your primary role in the school. There is no requirement that you read any messages sent to your personal device immediately.
- For digital communication please do not message other staff between 7pm and 7am, to respect people's personal space and lives, unless there is a genuine emergency that needs staff to know immediately.
- There is no requirement or desire for staff to acknowledge receipt of an email or message or to reply to a request.
- Only send messages referring to pupils via email and not other forms of digital communication, in emails please do not use full names, either a first name or initials will be fine.
- Please do not email or message anything that falls below the standards set for staff conduct in the school.
- Please keep any sensitive or confidential issues to be shared at the Monday/Wednesday briefings and NOT in emails or messages, unless in encrypted emails.