Kirk Ella St Andrew's Community Primary School
Staff Acceptable Use Policy

These statements are designed to ensure staff and other adults in school are aware of their professional responsibilities when using the ICT systems provided. All staff should follow the guidelines at all times. You are responsible for your behaviour and actions when accessing the Internet at school, whether on your own or school equipment, and when using school ICT equipment at other locations such as your home.

- *Any use of school ICT systems will be for professional purposes as agreed by the school senior management team*
- *Usernames, passwords and other logon details should be kept secure and not revealed to anyone else. Care should be taken to ensure you logout when not actively using the ICT systems. You should not allow an unauthorised person to access the school ICT systems, e.g by logging in for them.*
- *Any online activity should not harass, harm, offend or insult other users.*
- *You will not search for, download, upload or forward any content that is illegal, or that could be considered offensive by another user. If you accidentally encounter such material you should follow your school's procedure and report this immediately.*
- *You should not download or install any hardware or software without permission. If you have responsibility for installing software you should be confident it is adequately licensed and appropriate for educational use.*
- *Ensure that any files that are taken away from school are done remotely using the schools Sharepoint system.*
- *Any electronic communications with pupils or parents should be related to schoolwork only, and should be through school e-mail addresses or other school systems e.g. learning platforms.*
- ***It is not acceptable to contact pupils (or ex-pupils who are under 18) using personal equipment or personal contact details, including your own mobile phone or through your personal social network profiles.***
- *Any online activity, including messages sent and posts made on websites, and including activity outside of school, should not bring your professional role or the name of the school into disrepute.*
- *Any still or video images of pupils and staff should be for professional purposes only. They should be stored, transferred to and used on school equipment. Such images should not be stored on personally owned computers, phones or other electrical devices*
- *You will not give out your personal details, or the personal details of other users, to pupils or parents at any time especially on the internet. In particular you should ensure your home address, personal telephone numbers and email accounts are not shared with children, young people or parents.*
- *You should ensure that any personal or sensitive information you use or access (e.g. Scholarpack data) is kept secure and used appropriately.*
- *Personal or sensitive information should only be taken off-site if agreed with the head teacher, and steps should be taken to ensure such data is secure. Your computer, iPad and phone must have a password protected login.*
- *You should respect intellectual property and ownership of online resources you use in your professional context, and acknowledge such sources if used.*
- *You should support and promote the school e-Safety Policy, and promote and model safe and responsible behaviour in pupils when using ICT to support learning and teaching*

Finally:
You understand that your files, communications and Internet activity may be monitored and checked at all times to protect your own and others' safety, and action may be taken if deemed necessary to safeguard yourself or others. If you do not follow all statements in this AUP and in other school policies you may be subject to disciplinary action in line with the LA discipline policy and procedures..

Signed: _____

Name (Printed): _____

You can use the computers and other devices in school to access the Internet to help you with your learning. These rules will help make sure the Internet is a safe and fun place for everyone in school. You will need to agree to follow these rules whenever you access the Internet at school.

- *I will only use the computers and other devices for school work and homework.*
- *I will ask permission from a member of staff before using the Internet, and will only use the internet when an adult is with me.*
- *I will only visit websites to help me with schoolwork or homework, or that my teacher has said I can go on.*
- *I will only send messages to people I know, or my teacher has agreed to.*
- *The messages I send and the work I do will be polite and responsible, and not contain anything that might upset someone else.*
- *I will only open attachments in messages I receive, or download a file, if I trust the person who sent it or the website it is from, and I've checked with my teacher that it is safe.*
- *I will not change any settings on the computers and other devices I use at school.*
- ***I will not give away any of my personal information, or the personal information of people I know at any time, especially over the internet. This includes my full name, address, phone numbers, photographs and videos of me and my friends, or the name of my school unless my teacher has checked it is safe.***
- ***I will never arrange to meet anyone that I have never met in real-life before, unless my parent or teacher has given me permission and I take a responsible adult with me.***
- *If I see or receive anything that is unpleasant, or makes me feel uncomfortable or upset, I will report it to a member of staff immediately*
- *I understand that the use of mobile phones in school are not permitted.*

  Finally:
- *I understand that the school may check my computer files, the Internet sites I visit, the messages I send and anything else I do to make sure I am keeping myself and others safe.*
- *I understand that if I do not follow these rules and other guidance from the school as best as I can then I may not be allowed to use the Internet or any of the school's computers.*

Signed: _____

Name (Printed): _____