

# Swalwell Acceptable Use Policy



Academic year	Head teacher	Deputy Head	Assistant Heads	Chair of Governors
2025/26	Mr R Warren	Miss G Jelly	Mrs K McCall	Mrs L Gray

Review Date	Changes made	By whom	Date Shared
March 2020	Yes	AHT KM	March 2020
Sept 2022	Added DHT Remote learning reference and working from home guidance	RH	Set 2022
Feb 26			

## **Acceptable Use Policy: Adults working in school**

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.
- The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *students / pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

### **Personal use:**

- Do not give anyone access to your login name or password. Remember to regularly update passwords. I understand that I should not write down or store a password where it is possible that someone may steal it.
- Do not open other people's files without express permission. Do not corrupt, interfere with or destroy any other user's information.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet. All communication with parents needs to be via the school email address and using the school contact details.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.

- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- All activity on school systems will be monitored for the purpose of safeguarding and helping to resolve IT issues.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- Users should log out and close their browser when their session has finished. • The school's ICT equipment at school may be used for personal interest of an acceptable nature i.e. completing study work for a course set by a university or another organisation, completing CVs and job application forms, spreadsheets for personal financial planning, writing personal letters, etc. during staff's "own time". ("Own time" is defined as before 8:00am for teachers and before start times for associate staff, during lunchtime and after the last child has left the school premises. N.B. "own time" does not include PPA time)
- Where data of a personal nature such as school reports, IEPs, correspondence, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the school's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. It must not be transferred to home computers and should be removed from any portable device, including USB pens and memory cards as soon as is practical. • All memory sticks should be either encrypted or password protected. Staff will have to sign to show they will only use such devices.
- Any personal devices used to access school remotely / emails or school materials should be password / PIN protected.
- Follow Safeguarding advice when sending emails regarding children between staff. Remember they could be used as evidence in court.
- Report any damage or faults involving equipment or software immediately, however this may have happened.

### **Personal E-mail:**

- Follow school guidelines contained in the ICT policy for the use of e-mail.
- Do not include offensive or abusive language in your messages or any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority. You should be aware that all activity on school systems will be monitored for the purpose of safeguarding and helping to resolve IT issues.
- Make sure nothing in the messages could be interpreted as libellous.
- Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.

- Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.

### **When using the Internet, Learning Platform or e-mail with children:**

- Remind children of the rules for using the Internet, the Learning Platform or email.
- Check before publishing children's work; make sure that you have parental permission.
- Ensure children cannot be identified from photographs and ensure that children do not use any personal photographs on their personal homepage on the Learning Platform.
- If you come across any offensive material on the system or websites please report it to SLT immediately.
- **Report any breaches of the school's Internet policy to the designated person.**

### **Photographs and digital media**

- Ensure that when taking and / or publishing images of others you do so with their permission and in accordance with the school's policy on the use of digital / video images. Do not use your own personal equipment to record these images, unless you have permission to do so.

### **Linked Policies**

This policy should be read in conjunction with the following policies:

- Computing
- Online Safety
- Child protection
- Safeguarding
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Photography and image sharing guidance
- Complaints
- Freedom of Information • Social networking • Data Protection.
- Remote Learning Policy
- Working from home guidance

All adults working with ICT equipment in Swalwell Primary School must ensure that they have read and agree to abide by the User Policy.

**Swalwell Primary School**  
**ICT Staff and Volunteer Acceptable Use Agreement and Online Safety Rules**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

**For my Professional and Personal Safety**

- I understand that the school may monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, iPad, email out of school)
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username or password
- I will report immediately any illegal, inappropriate or harmful material or incident
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images unless I have permission to do so
- I will not use social networking sites in school unless it is part of the school curriculum
- I will only communicate with students/pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner
- I will not engage in any online activity that may compromise my professional responsibilities or the reputation of the school
- When I use my personal handheld/external devices in school (laptop, mobile phone, USB devices etc), I will follow the rules set out in this agreement in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will only open attachments to emails if the source is known and trusted. I will not try to access, download or distribute any materials which are illegal or inappropriate or may cause harm or distress to others
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work

- I will not install or attempt to install or copy programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings without the specific permission of the Headteacher
- I understand that the data protection policy requires that any staff or pupil 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 school policy to disclose such information to an appropriate authority. I will use an encrypted memory stick or save on the school system

**When using social networking sites and email outside of school**

I understand that I have a professional responsibility when using social networking sites for personal use. As such I will refrain from making school related comments on social networking sites and under no circumstances will I refer to children, parents or staff on social networking sites

I will never use social networking sites to communicate about school related issues and should anyone attempt to make contact regarding a school matter I will refer them to the appropriate channels via school rather than answering directly

I will never run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.

I will never maintain a Social Media relationship with any pupil, current or alumni until such time that the pupil turns 18.

**I understand that I am responsible for my actions in and out of school**

- I understand that this Acceptable Use Policy applies not only to my work and understand that use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Agreement I could be subject to disciplinary action.
- I have read and understand the above, and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed----- Date-----