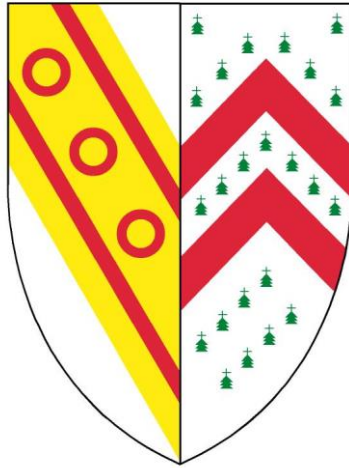


Pollington-Balne CE Primary School



ICT Acceptable Usage and E-Safety Policy Staff

Adopted by Governors: July 2021
To be reviewed: July 2022

Achieving and Aspiration – *a school in which children aspire to achieve their personal potential.*

Belonging and Becoming – *a place in which strong roots enable personal flourishing.*

Care and Community – *a school that is from and for the community*

Pollington-Balne CE Primary School

ICT Acceptable Usage and E-Safety Policy Staff

Document Status			
Date of Next Review	July 2022	Responsibility	FGB / Safeguarding
Date of Policy Creation	July 2021	Date of Governors' Meeting at which Policy Adopted	
Method of Communication	Website, Hard Copy, Server	Signed	

Our Mission Statement

Within our close Christian community, 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.

ICT Acceptable Use Policy

At Pollington-Balne CE Primary School, we expect staff to follow these ICT codes of conduct:

- 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 log out 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 user.
- Ensure that any files on removable media (e.g. USB drives, CDs) are free from viruses and other malware before use and that such devices are not used for carrying sensitive data or details of pupils, parents or other users without suitable security and without permission from the Head Teacher.

- 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 sorted, transferred to an used on school equipment. Such images should not be stored on personally owned computers.
- You will not give out your personal details, or the personal details of other users, to pupils or parents or 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, other than those associated with the posts of SENCo, Child Protection Co-ordinator, deputy Child Protection Co-ordinator, SEND Governor and Child Protection Governor and used strictly for the purpose of dealing with matters associated with this role.
- You should ensure that any personal or sensitive information you use or access (e.g. Scholar Pack data, assessment data etc.) 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 notebook must have password protected username 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, 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 check at all times to protect your own and other's safety, and action may be taken if deemed necessary to safeguard yourself or others. If you do not follow all statements in this acceptable use policy and in other school policies you may be subject to disciplinary action in line with the school's established disciplinary procedures.

I have read and accept the conditions of our ICT Acceptable Use and E-Safety Policy

Staff's Name _____

Signature _____ Date _____