



Acceptable Use Policy for School Staff

- Any content I post online (including outside school time) or send in a message will be professional and responsible and maintain the reputation of the school.
- To protect my own privacy I will use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents.
- If I use any form of electronic communication for contacting pupils or parents I will use the school's system, never a personal account.
- I will never use my personal mobile phone or other personal electronic equipment to photograph or video pupils.
- Taking photographs and videos will only be done with the permission of pupils and/or their parents for agreed school activities.
- I will take all reasonable steps to ensure the safety and security of school IT equipment which I take off site and will remove anything of a personal nature before it is returned to school.
- I will take all reasonable steps to ensure that all personal laptops and memory devices are fully virus protected and that protection is kept up to date.
- I will report any of the following to Matt Livesey and follow child protection procedures for safeguarding concerns:
 - You witness or suspect unsuitable material has been accessed (by pupils or staff).
 - You are teaching topics which could create unusual activity on the filtering logs.
 - You experience unreasonable restrictions that affect teaching and learning or administrative tasks.
 - You notice abbreviations or misspellings that allow access to restricted material.

I will follow school policy on compliance with the General Data Protection Regulations (GDPR). In particular:

- Confidential school information, pupil information or data which I use will be stored on a device which is encrypted or protected with a strong password.

Laptops and iPads will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.

- I understand that I have the same obligation to protect school data when working on a computer outside school.
- I will report immediately any accidental loss of personal or sensitive information so that appropriate action can be taken.
- I understand that the school may monitor or check my use of IT equipment and electronic communications.
- I understand that the school has the right to examine or delete any files that may be held on its computer system, to monitor any internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.
- I understand that by not following these rules I may be subject to the school's disciplinary procedures.