Greenmount Primary School

Policy for the

Acceptable Use of the Computer System and Social Media (Staff)

Chronology:
This policy replaces the one agreed by the Governing Body on 27th September 2021.
This policy was discussed by the Joint Committees Meeting on 8th July 2024.
This policy will be ratified by the Full Governing Body on September 30th 2024.
This policy will be reviewed by the Finance, Buildings and Staffing Committee in the Summer term of 2026.

Policy Introduction

This document has been developed to ensure staff at Greenmount Primary School are aware of their professional responsibilities when using ICT equipment and systems. All staff must follow the guidelines at all times.
Individual staff are responsible for their own behaviour and actions when carrying out any activity which involves ICT equipment and information systems, either within school or at other locations, such as home. ICT equipment and associated technologies include all facilities and resources used to access the school ICT network and internet as well as standalone devices with digital storage.

School's ICT Equipment

When using the school's ICT equipment and other information systems, I have read, understood and will comply with the following statements:

1. I will access the internet and other ICT systems using allocated usernames and passwords.

2. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or ICT systems, to the Head Teacher.

3. All passwords I create will be in accordance with the school's Online Safety policy.

4. I will ensure that I use a suitably complex password for access to the internet and ICT systems and that I will use a unique password for each system.

5. I will not share my passwords with any colleagues or pupils in or out of school.

6. I will seek consent from the Head Teacher prior to the use of any new technologies (hardware, software, cloud-based services) on school ICT equipment.

7. I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter such material I will report it immediately to the Head Teacher.

8. I will take a professional and proactive approach to assessing the effectiveness of the internet content-filtering platform in relation to the educational content that can be viewed by pupils in my care i.e. before a lesson, I will test out any searches I expect the children to complete.

9. I will not attempt to bypass any filtering and / or security systems put in place by the school. If I suspect a computer, or system has been damaged or affected by a virus or other malware, I will report this to Head Teacher.

10. I will ensure that all devices taken off site, (Laptops, tablets, cameras, removable media or phones) will be secured in accordance with the school's Data Protection Registration and any information-handling procedures both on and off site.

11. I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media, and phones) are stored in a secure manner when taken off site. Devices will not be stored in a car overnight or left in sight when not in use, e.g. by an open window or on the back seat of a car. (It is worth noting that items left in a car are not covered by insurance)

12. I will ensure any equipment taken off site for school trips is secure.

13. I will ensure that any personal or sensitive information taken off site will be situated on a device with appropriate technical controls such as encryption password. Teachers are provided with encrypted memory sticks.

14. I will ensure that any personal or sensitive information accessed off site will be via cloud based systems which re password protected e.g. OneDrive.

15. I will return any school owned ICT equipment or software to the relevant individual within school once it is no longer required.

16. I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the appropriate authorities.

17. I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.

18. I understand that if I do not follow all statements in this AUP and in other school policies relating to the use of ICT equipment, I may be subject to disciplinary action in line with the school's established disciplinary procedures.

Social Media

When using the Social Media for professional or private reasons, I have read, understood and will comply with the following statements:

1. I will be cautious when talking about my professional role when using personal social media, such as Facebook, X or YouTube, or any other online publishing websites.

2. I will ensure that any posts I make on websites, social media or via electronic communication, will not damage the reputation of Greenmount Primary School.

3. I must not use social media tools to communicate with current or former pupils if they are still under the age of 18.

4. If I am personal friends with parents in school, I will not use my personal social media to discuss or post information about school life or my professional role.

5. I will set and maintain my profile on Social Media with privacy setting, giving access to known friends only.

6. I will not access social networking sites for personal use during my working hours.

7. If I experience any derogatory or slanderous comments relating to school, colleagues or my professional status, I will take screenshots for evidence and escalate the information to the Head Teacher or Chair of Governors.

Managing Digital Content

Considering digital content I have read, understood and will comply with the following statements:

1. I will only use school equipment to create digital images, video and sound.

2. Digital images, videos and sounds (even for use within the school building) will not be taken without the permission of parents / carers. The school will seek permission on an annual basis each September and provide the results of this to all staff.

3. No digital content will be published online without the permission of parents / carers. The school will seek permission on an annual basis and provide the results of this to all staff.

4. Digital content will only be published on sites / social media approved by the Head Teacher (currently www.greenmountprimarybury.co.uk and Class Dojo)

5. Children's surnames will not be used alongside digital content.

6. I will ensure that digital images, videos and sounds taken will be of children in appropriate dress.

7. Visitors (including parents) will not be allowed to create digital images, video and sound without the permission of the Head Teacher. This may require additional permissions from parents/carers.

8. I will challenge visitors, in a professional manner, if I see them creating digital images, videos or sounds.

9. I will seek permission from the Head Teacher before I share with others any resources which contain the school's name/logo or which have been produced as part of the school's work.

Teaching and Learning

When using ICT for teaching and learning, I have read, understood and will comply with the following statements:

1. I will support and promote the school's Online Safety policy at all times.

2. I will model safe and responsible behaviour when using ICT to support learning and teaching.

3. I understand the importance of respecting and acknowledging copyright of materials found on the internet and will model best practice in the creation of my own resources at all times.

Email / Text Messaging / Instant Messaging

To support staff's well-being and work-life balance, they are not expected to read, respond to or send emails, texts or instant messages outside of work hours (8.00 a.m. to 5.00 p.m.).

When using email, text or instant messaging for professional reasons, I have read, understood and will comply with the following statements:

1. I will only use the school emails (ending in bury.gov.uk or greenmountprimarybury.co.uk) I understand that any use of these systems will be monitored and checked.

2. I will ensure that any posts made via electronic communication, by either myself or pupils in my care, will not damage the reputation of my school.

3. If emailing multiple addressees, I will use BCC to ensure that email address are not shared without permission.

4. I will take care opening attachments sent by or any hyperlinks included in an email when using the school's ICT equipment. I will only open emails and associated attachments from trusted senders.

5. If relevant to my role, I will access my school email (during periods when the school is open) to ensure that I respond in a timely manner to communications that require my attention.

6. Recognising my own responsibility (as well of that of the school) to manage my own work-life balance, I will use the "Out of Office" feature on my email account and my own common sense to ensure that the use of this doesn't interfere with my personal life.

Personal Mobile Phones and Devices

When using personal mobile phones and devices, I have read, understood and will comply with the following statements:

1. I will ensure my mobile phone and any other personally-owned devices are switched off or switched to 'silent' mode during working hours.

2. I will ensure mobile are not used during teaching or supervision periods, unless permission has been granted by a member of the Senior Leadership Team, in emergency circumstances. School iPads or computers must be used to access email and Class Dojo during teaching or supervision periods.

3. I will not routinely contact any parent or pupil in my professional capacity on a personally owned device. If I need to, e.g. if I am working from home, I will ensure that my phone number is not identifiable.

4. I will not use any personally owned mobile device to take digital images, video or sound recordings unless approved by the Head Teacher. If I am given permission, I will delete imagages, video or sound recordings as soon as they have been transferred to school devices.

5. In the case of off-site trips & visits I will inform the Head Teacher should I need to use my mobile phone in an emergency circumstance.