# St Joseph's Catholic Primary School

# Acceptable Use Policy for Staff and Governors

| Agreed by the Governing Body on | Spring 2019 |
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| Review Date | Spring 2021 |
| Review Schedule | Bi-ennial |
| Person(s) Responsible | ICT Co-ordinator and Provisions & Achievement Committee |

# MISSION STATEMENT

**In the St. Joseph's family, learning together through Jesus, we aim to develop to the fullest possible extent the whole person, socially, emotionally, creatively, academically, physically and spiritually.**

# St Joseph's Catholic Primary School
# Acceptable Use Policy for Staff and Governors

## ACCESS AND PROFESSIONAL USE

- All computer networks and systems belong to the school and are made available to staff for educational, professional and administrative purposes only.

- Staff are expected to abide by all school e-safety rules and the terms of this acceptable use policy. Failure to do so may result in disciplinary action being taken.

- The school reserves the right to monitor internet activity and examine and delete files from the school's system.

- Staff have a responsibility to safeguard pupils in their use of the internet and reporting all e-safety concerns to the e-safety contact officers.

- Copyright and intellectual property rights in relation to materials used from the internet must be respected.

- E-mails and other written communications must be carefully written and polite in tone and nature.

- Anonymous messages and the forwarding of chain letters are not permitted.

- Staff should only access internet sites in school that are accessible using the school's filtering system.

## DATA PROTECTION AND SYSTEM SECURITY

- Staff should ensure that any personal data sent over the internet will be encrypted or sent via secure systems. Where personal data is taken off the school premises via laptops and other mobile systems, the information must be encrypted beforehand, in accordance with the latest GDPR legislation.

- Use of any portable media, not supplied by school, such as USB sticks or CD-ROMS is not allowed unless permission has been given by the School's IT Support Technician and a virus check has been carried out.

- Downloading executable files or unapproved system utilities will not be allowed and all files held on Fronter will be regularly checked.

- Sharing and use of other people's log-ins and passwords is forbidden. Users should ensure that they log-out when they have finished using a computer terminal.

- Staff should always lock their screens whenever they are left unattended.

- Files should be saved, stored and deleted in line with the **school policy** ?? policy?.

## PERSONAL USE

- Staff should not browse, download or send material that could be considered offensive to colleagues and pupils or is illegal.

- Staff should not allow school equipment or systems to be used or accessed by unauthorised persons and keep any school computers or hardware used at home safe.

- Staff should ensure that personal websites or blogs do not contain material that compromises their professional standing or brings the school's name into disrepute.

## SOCIAL MEDIA

- School staff are not permitted to access social media websites from the school's computers or other school devices at any time.

- However, staff may use their own devices to access social media websites while they are in school, outside of session times.

- Staff should assume that any content they write (regardless of their privacy settings) could become public. Therefore, they should ensure that any content they produce is professional maintaining a clear distinction between their personal and professional school lives.

- Any use of social media made in a professional capacity must not:

  - bring the school into disrepute;

  - breach confidentiality;

  - breach copyrights of any kind;

  - bully, harass or be discriminatory in any way;

  - be defamatory or derogatory.

- Staff are prohibited from and should not make 'friends' with pupils at the school because this could potentially be construed as 'grooming', nor should they accept invitations to become a 'friend' of any pupils.

- Staff should also carefully consider contact with a pupil's family members because this may give rise to concerns over objectivity and/or impartiality.

- Staff should keep any communications with pupils transparent and professional and should only use the school's systems for communications. Governors should be mindful of this as well and act similarly in the course of their duties.

- If there is any doubt or uncertainty about whether communication between a pupil/ parent and member of staff is acceptable and appropriate a member of the school's leadership team should be informed; so that they can decide how to deal with the situation. All staff are personally responsible for what they communicate on social media.

I have read the above policy and agree to abide by its terms.

**Name:**

**Signed:**

**Date:**