

Spring 2021



St Lawrence's

CHURCH OF ENGLAND PRIMARY SCHOOL

E-SAFETY POLICY

STAFF (AND VOLUNTEER) ACCEPTABLE USE POLICY AGREEMENT

Date: Spring 2021

Review Date: Summer 2023

Member of staff responsible: Victoria Nicholas-Brown –
DSL & Pastoral Care Officer

Our Mission Statement

‘Caring; Considerate and Courageous’

E-Safety Policy

Staff (and Volunteer) Acceptable Use Policy Agreement

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools 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. Young people should have an entitlement to safe internet access 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 ICT 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 ICT in their everyday work.

The school will try to ensure that staff and volunteers have good access to ICT to enhance their work and to enhance learning opportunities for pupils and students. The school will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

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. I recognise the value of ICT for enhancing learning and will ensure that students and pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, emails 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, email, VLE etc) 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 outside the hours of 8.50 a.m. and 3.25 p.m.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.

Spring 2021

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files without their express permission.
- 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. Where these images are published externally (e.g. on the school website / VLE) I will ensure it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use chat and social networking sites in school.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in content, tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- I will not use my personal equipment for conversing with pupils or taking photographs.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programs.
- I will not try to upload, download or access any materials which are illegal (for example, child sexual abuses images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or which may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will ensure that any personal information about myself or others which needs to be transferred complies with Data Protection legislation.
- I understand that the data protection policy requires that any member of staff or student / 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 immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

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 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 Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

<i>Spring 2021</i> Staff	Actions / Sanctions				
Incidents below will follow with a warning or further sanction as appropriate	Refer to Head Teacher Deputy Head	Refer to Designated Safeguarding Lead/Pastoral	Refer to Police	Refer to technical support staff for action re filtering /security etc	Removal of network / internet access rights
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	✓	✓		✓	
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email	✓	✓		✓	
Unauthorised downloading or uploading of files	✓	✓		✓	
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	✓	✓		✓	
Careless use of personal data e.g. holding or transferring data in an insecure manner	✓	✓			
Deliberate actions to breach data protection or network security rules	✓	✓		✓	
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	✓			✓	✓
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✓	✓		✓	
Using personal email / social networking / instant messaging / text messaging to carry out digital communications with students / pupils	✓	✓			
Actions which could compromise the staff member's professional standing	✓	✓			✓
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✓	✓			✓
Using proxy sites or other means to subvert the school's filtering system	✓				✓
Accidentally accessing offensive or pornographic material and failing to report the incident	✓	✓			
Deliberately accessing or trying to access offensive or pornographic material	✓	✓	✓		✓

Spring 2021

Breaching copyright or licensing regulations	✓				✓
Continued infringements of the above, following previous warnings or sanctions	✓	✓			