The Federation of Rawcliffe Bridge and Rawcliffe Primary School

Staff Acceptable Use Policy

Date created	January 2019	
Reviewed		
Changes		
Review date	January 2020	

1. INTRODUCTION

These statements are designed to ensure 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.

• 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 logout 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 use.

• 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.
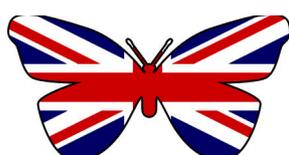
- Any electronic communications with pupils or parents should be related to schoolwork only, and should be through school e-mail addresses or other school systems e.g. learning platforms. It is not acceptable to contact pupils (or ex-pupils who are under 18) using personal equipment or personal contact 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 stored, transferred to and 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.

- You should ensure that any personal or sensitive information you use or access (e.g. SCHOLARPACK data, assessment data) 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 and iPad must have a password protected 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, and 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 checked at all times to protect your own and others' safety, and action may be taken if deemed necessary to safeguard yourself or others. If you do not follow all statements in this AUP and in other school policies you may be subject to disciplinary action in line with the school's established disciplinary procedures.

Signed………………………….. Name (Printed) ....