

# **Wicklewood Primary School and Nursery**



## **Technology Acceptable Usage Agreement School Staff and visitors**

### **Responsible Person**

The person for the updating of this policy is: The Headteacher

### **Review and Monitoring**

This policy will be reviewed annually by the raising standards committee.

### **Reviewed:**

Signed: M. Talbot (Chair of Governors)

Date: Spring 2021

Signed: Julia Brooks (Headteacher)

Date: Spring 2021

Next Review due: Spring 2022

Whilst our school promotes the use of technology, and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology appropriately. Any misuse of technology will not be taken lightly and will be reported to the headteacher in order for any necessary further action to be taken.

This acceptable use agreement is designed to outline staff responsibilities when using technology, whether this is via personal devices or school devices, or on/off the school premises, and applies to all staff, volunteers, contractors and visitors. It should be read in conjunction with the Online Safety Policy and Staff Code of Conduct.

Please read this document carefully.

## **1. Using technology in school**

- I will only use ICT systems, such as computers (including laptops) and tablets, which have been permitted for my use by the headteacher.
- I will only use the approved email accounts that have been provided to me.
- I will not use personal emails to send and receive personal data or information.
- I will not share sensitive personal data with any other pupils, staff or third parties unless explicit consent has been received.
- I will ensure that any personal data is stored in line with the GDPR.
- I will only use the internet for personal use during out-of-school hours, including break and lunch times.
- I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
- I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
- I will not install any software onto school ICT systems unless permission is granted by the computing coordinator, headteacher or ICT technician.
- I will keep removable media securely stored in line with the Data Protection Act 2018.
- I will only store data on removable media or other technological devices that has been encrypted or pseudonymised.
- I will only store sensitive personal data where it is absolutely necessary and which is encrypted.

## **2. Mobile devices**

- I will only use school-owned mobile devices for educational purposes.
- I will ensure that mobile devices are either switched off or set to silent mode during school hours, and will only make or receive calls in specific areas
- I will not use mobile devices to take images or videos of pupils or staff. I will be allowed to record myself leading a learning activity. I will be able to take photos and videos when I have been granted permission by parents.
- I will not use mobile devices to send inappropriate messages, images or recordings.

- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by the headteacher.
- Any professional communication will be made using a school device / account. Any deviation from this policy will be at the discretion of the headteacher.
- I will not store any images or videos of pupils, staff or parents on any mobile device unless consent has been sought from the individual(s) in the images or videos.
- In line with the above, I will only process images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will ensure that any school data stored on personal mobile devices is encrypted and pseudonymised and give permission for the headteacher to erase and wipe data off my device if it is lost or as part of exit procedures.

### **3. Social media and online professionalism**

- If I am representing the school online, e.g. through blogging or on school social media account, I will express neutral opinions and will not disclose any confidential information regarding the school, or any information that may affect its reputability. I will gain permission from the headteacher.
- I will not use any school-owned mobile devices to access personal social networking sites, unless it is beneficial to the material being taught; I will gain permission from the headteacher before accessing the site.
- I will not communicate with pupils over personal social networking sites.
- I will not accept 'friend requests' from any pupils over personal social networking sites.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking sites which may affect the school's reputability.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post or upload any images and videos of pupils, staff or parents on any online website without consent from the individual(s) in the images or videos.
- In line with the above, I will only post images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

#### **4. Working at home**

- I will adhere to the principles of the Data Protection Act 2018 when taking work home.
- I will ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- I will ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- I will ensure no unauthorised persons, such as family members or friends, access any personal devices used for lone-working.

#### **5. Training**

- I will ensure I participate in any online safety or online training offered to me, and will remain up-to-date with current developments in social media and the internet as a whole.
- I will ensure I employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
- I will ensure that I deliver any training to pupils as required.

#### **6. Reporting misuse**

- I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the Online Safety Policy, e.g. to monitor pupils' internet usage.
- I will ensure that I report any misuse by pupils, or by staff members breaching the procedures outlined in this agreement, to the headteacher.
- I understand that my use of the internet will be monitored and recognise the consequences if I breach the terms of this agreement.
- I understand that the headteacher may decide to take disciplinary action against me, if I breach this agreement.