

Folly Hill Infant School



ACCEPTABLE USE of IT by STAFF

Health and safety suite

Signed Chair of Governors

Signed Headteacher

Date: Summer 20

Review Date: Summer 22

Child Safeguarding Statement

At Folly Hill Infant School we strongly recognise the need for vigilant awareness of safeguarding issues. Where staff have any concerns of this nature the agreed steps outlined in the school's Child Protection Policy should be followed

The 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 the schools ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and user at risk
- The staff are protected from potential risk in their use of ICT in their everyday work

While the laptops/tablets are in your care the following should be noted:

- The laptops/tablets may be taken offsite for planning, training and meetings.
- The laptops and tablets are the property of Folly Hill School and are only for use by a member of staff.
- If a laptop or tablet is stolen from an unattended car, you will be responsible for its replacement.
- Only software licensed by the school, authorised by the head teacher and installed by school's ICT technician may be used.
- Personal equipment should not be used to access the network as this potentially represents a risk for viruses or data loss.
- Anti-virus software is installed and will be updated regularly by our ICT technician.
- Should any faults occur the ICT technician should be informed through our communication book in the office so that necessary repairs can be undertaken. Staff are not to attempt to fix suspected faults.
- School policy on data protection, e safety, use of images and health and safety is to be adhered to when using the staff laptops and tablets.

- The school takes no responsibility for damage to property or car from the laptops, tablets or associated equipment.
- Sensitive data should not be stored on any laptop or tablet. Staff should use encrypted memory sticks for annual reports and password protected e mail. This is for data sensitive material only. Passwords or usernames will not be disclosed
- The school will monitor the use of ICT systems, email and other digital communications

Staff At Folly Hill

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg 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 within the policies and rules set down by the school.
- 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.

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. Images taken on non-school equipment should only be downloaded using school equipment and then deleted from the original device. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school Acceptable Use Policy website) it will not be possible to identify by name, or other personal information, those who are featured.
- Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into distribute. Staff who have genuine concerns about any school matter should follow school current guidelines and policies eg whistle-blowing to resolve issues and not networking sites. Staff should report all contacts through networking sites which may concern them to the headteacher. Examples may include: child below 13 on Facebook requesting to be a friend or inappropriate comments by a parent directed to themselves.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with Folly Hill Infant School's **ACCEPTABLE USE of IT by STAFF Policy**.

Signed Print name

Date