

THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS



ACCEPTABLE USE POLICY

Date Agreed: May 2018

Review Date: May 2019

DMF Botlett

Signed: _____

Chairman Board of Governors
The Federation of Nettlestone & Newchurch Primary Schools

All the governors and staff of The Federation of Nettlestone & Newchurch Primary Schools are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

Staff and Volunteer Acceptable Use Policy Agreement

The following guidelines should also be read when working with this policy:

- Prevent Strategy HM Government 2015
- Keeping Children Safe in Education DFE 2016
- Working Together to Safeguard Children DfE 2015

The Federation Of Nettlestone & Newchurch Primary Schools
Staff Acceptable Use Policy

| Revision No. | Date Issued | Prepared By | Approved | Comments |
|--------------|-------------|-------------|-----------------|--|
| 1 | July 2014 | KJH | | Small amendments in light of Federation |
| 2 | July 2015 | KJH | | Minor adjustment |
| 3 | June 2016 | KJH AC | | Cross referencing of other policy documents as per safeguarding requirements Inclusion of 'tagging' reference |
| 4 | June 2017 | KJH | | Annual update Hyperlinks added |
| 5 | May 2018 | KJH | L&M 16/05/18 | Annual Update Inclusion of further safeguarding references |

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the Federation's computer system in a professional, lawful and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using ICT and the Federation systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the Federation ethos, other Federation policies, relevant national and local guidance and the law.

1. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include; laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. Federation owned information systems must be used appropriately. I understand that the computer misuse act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
3. I understand that any hardware and software provided by the Federation for staff use can only be used by members of staff and for only educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.

4. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (a strong password has numbers, letters and symbols with 8 or more characters and is changed regularly).
5. I will not attempt to install any purchased or downloaded software , including browser toolbars, or hardware without permission from WightSupport and 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 programmes.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998 and GDPR regulations. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the Federation, hosted online or accessed remotely. Any data which is being removed from the school site (such as via email, memory stick or external hard drive) will be encrypted by a method approved by the Federation.
7. I will not keep or access professional documents which contain any Federation / School sensitive or personal information (including images, files, videos, emails etc) on any personal devices (such as laptops, digital cameras, mobile phones etc) unless they are suitably secured and encrypted. I will protect the devices in my care from unapproved access or theft.
8. I will not store any personal information on the school network including any Federation laptop or similar device issued to members of staff that is unrelated to Federation/School activities, such as personal photographs, files or financial information.
9. I will respect copyright and intellectual property rights.
10. I have read and understood the online safety (e-safety) policy which covers the requirements for safe ICT Use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
11. I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead (Kirsty Howarth) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the Executive Headteacher/ Head of School as soon as possible.
12. I will not attempt to bypass any filtering and/or security systems put in place by the Federation. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any Federation/school related documents or files, then I will report this to WightSupport as soon as possible.
13. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via Federation approved email address, telephone number or via the school text messaging system and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this should be disclosed.
14. I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using Federation or personal systems. This includes the use of email, text, social media/networking, gaming and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the Federation policy and the Law. I

will also advise "friends" not to share or tag any photos of me that I don't want to be shared or if this happens I will make sure they are removed.

15. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the Federation or School into disrepute.
16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
17. If I have any queries or questions regarding safe and professional practise online either within Federation or offsite, then I will raise them with the Designated Safeguarding Lead (Kirsty Howarth) or Head of School. In the case where the Executive Headteacher is the alleged perpetrator, I will report to the Chair of Governors. The matter will then be referred to the LADO (Local Authority Designated Officer).
18. I will only use staff Ipads, not my own devices whilst in the Federation and ensure that they are password protected.
19. I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.
20. I will immediately report any damage or faults involving Federation equipment or software, however this may have happened.

The Federation may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the Data Protection Policy. Where it believes that unauthorised and/or inappropriate behaviour may be taking place, the Federation will invoke a disciplinary procedure. If the Federation suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

- **I have read and understood and agreed to comply with the Staff Acceptable Use Policy and understand that it should be read in conjunction with the following policy documents:**
- [E: Safety Policy](#)
- [Code of Conduct](#)
- [Social Networking Policy](#)
- [Child Protection Policy](#)
- [Safeguarding Policy](#)
- [Data Protection Policy](#)
- [Tackling Extremism & Radicalisation](#)

Signed

Print Name

Date:

Accepted by

Print Name

Date:

The Federation Of Nettlestone & Newchurch Primary Schools
Visitor/ Volunteer Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of their professional responsibilities when using ICT and the Federation systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all visitors /volunteers are reminded that ICT use should be consistent with the Federation ethos, other Federation policies, relevant national and local guidance and the law.

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998 and GDPR regulations. Any data which is being removed from the school site (such as via email or on a memory stick or CD) will be encrypted by a method approved by the Federation. Any images or videos of pupils will only be used in accordance with appropriate parental consent.
2. I have read and understood the Federation online safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
3. I will follow the Federation policy regarding safeguarding and child protection. I will follow privacy and data protection law.
4. I will not communicate electronically with pupils. My electronic communications with parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via Federation approved communication channels e.g. via a Federation provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking, mobile phones. Any pre-existing relationships that may compromise this should be disclosed.
5. My use of ICT and information systems will be compatible with my role within the Federation. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with Federation policy and the law.
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role or association with the Federation into disrepute.
7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content that they access or create.
8. If I have any queries or questions regarding safe and professional practise online either within the Federation or off site, then I will raise them with the Designated Safeguarding Lead (Kirsty Howarth) or the Head of School.
9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead (Kirsty Howarth) as soon as possible.

I have read and understood and agree to comply with the visitor/volunteer Acceptable Use Policy.

Signed

Print Name:

Accepted by:

Print Name:

The Federation Of Nettlestone & Newchurch Primary Schools
Staff Social Acceptable Use Policy
For use with staff running official Federation Social Media Accounts

1. As part of the Federation's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the Federation's approach to online safety. I am aware that Facebook is a public and global communication tool and that any content posted may reflect on the Federation / School, it's reputation or services. I will not use the site/page/group to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person =, or anything which could bring the Federation or school into disrepute.
2. I will not disclose information, make commitments or engage in activities on behalf of the Federation / school without authorisation from the Executive Head or Head of School. Both the Executive Head and the Head of School retains the right to remove or approve content posted on behalf of the Federation or school.
3. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
4. I will follow the Federation's policy regarding confidentiality and data protection/ use of images. This means I will ensure that the Federation/ School has written permission from parents/carers before using images or videos which include any members of the Federation community. Any images of pupils will be taken on Federation equipment, by the Federation and in accordance with the image consent form.
5. I will promote online safety in the use of using Facebook and other online social media platforms. And will help to develop a responsible attitude to safety online and to the content that is accessed or created.
6. I will set up a specific account/profile using a Federation provided email address to administrate the account/site/page and I will use strong passwords to secure the account. Personal social networking accounts or email addresses are not to be used. The Head of School and Executive Headteacher should always have full admin rights to the Facebook or social media site/page/group.
7. Where it believes unauthorised and/or inappropriate use of Facebook or other social media site or unacceptable or inappropriate behaviour may be taking place the Federation will exercise the right to ask for the content to be deleted or deactivated.
8. I will ensure that the content is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
9. I will ensure that the school use of Facebook or other social media platform is moderated on a regular basis as agreed with the Designated Safeguarding Lead.
10. I have read and understood the Federation e safety policy which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the Executive Headteacher.

11. If I have any queries or questions regarding safe and acceptable practise online I will raise them with Designated Safeguarding Lead.

I have read and understood and agree to comply with the Social Networking Acceptable Use Policy

Signed:

Print Name:

Date:

Accepted By:

Print Name:

Date:

Sample Letter for Staff

Dear

Social media can blur the definitions of personal and working lives, so it is important that all members of staff take precautions in order to protect themselves both personally and professionally online.

Be very conscious of both your professional reputation and that of the Federation when you are online. All members of staff are strongly advised, in their own interests, to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it. All staff must also be mindful that any content shared online cannot be guaranteed to be private and could potentially be seen by unintended audiences which may have consequences including civil, legal and disciplinary action being taken. Ensure that your privacy settings are set appropriately (many sites have a variety of options to choose from which change regularly and may be different on different devices) as it could lead to your content accidentally being shared with others.

Be very careful when publishing any information, personal contact details, video or images etc online; ask yourself if you would feel comfortable about a current or prospective employer, colleague, child in your care or a parent/carer, viewing, sharing or commenting on your content. If the answer is no, then consider if it should be posted online at all. It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully. All staff must be aware that as professionals, we must be cautious to ensure that the content we post online does not bring the Federation or our professional role into disrepute.

If you have a social networking account, you should not accept pupils (past or present) or their parents/carers as 'friends' on a personal account. You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns. Should you have longstanding friends and family members who were associated with you prior to joining the Federation please declare such associations to the Governing Body in the form provided. If you have a pre-existing relationship with a child or parent/carer that may compromise this or have any queries or concerns about this please speak to the Designated Safeguarding Lead.

Please use your work provided email address or phone number to contact parents - this is essential in order to protect yourself as well as the wider community.

Please ensure that you have read and understood our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the Federation Policy could lead to disciplinary action, so it is crucial that all staff understand how to protect themselves online.

Yours sincerely,

Miss K Howarth
Executive Headteacher

Additional content regarding online participation on behalf of the Federation

The principles and guidelines below set out the standards of behaviour expected of you as an employee of the federation. If you are participating in an online activity as part of your capacity as an employee of the Federation then we request that you:

- Be professional and remember that you are an ambassador for the Federation.
- Be responsible and honest at all times and consider how the information you are publishing could be perceived.
- Be credible, accurate, fair and thorough.

- Always act within legal frameworks you would adhere to within the Federation, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Be accountable and do not disclose information, make commitments or engage in activities on behalf of the Federation unless you are authorised to do so.
- Always inform the Designated Safeguarding Lead and/or Head of School of any concerns such as criticism or inappropriate content posted online.