



***Pattishall Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***

## Acceptable Use Policy for All Adults in School

Covers use of all digital technologies in school: i.e. email, internet, network resources, software, communication tools, equipment and systems.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email/internet/network, or other school systems, or any government system I have access to.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business. This is currently outlook for class teachers and the Openhive addresses for Head, Bursar and SENCo
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the Headteacher.
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will only use school approved equipment for any storage, editing or transfer of digital images/videos and ensure photographs and videos of children are saved onto the network drives (and removed from iPads etc.) as soon as possible.
- I will ensure, where used, I know how to use any social networking sites/tools securely, so as not to compromise my professional role.
- I agree and accept that any laptop or iPad loaned to me by the school, is provided solely to support my professional responsibilities.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

- I understand that all internet and network usage is logged and this information can be made available to the Head/Safeguarding Lead on their request.
- *Staff that have a teaching role only:* I will embed the school's e-safety/digital literacy curriculum into my teaching.
- I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.
- I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.
- I understand that failure to comply with this agreement could lead to disciplinary action.