



*Be watchful. Stand firm in your faith. Be strong. Be courageous. And let everything you do be done in love. 1 Corinthians 16: 1*

## **Acceptable Use Policy Addendum 2020**

We have adopted the NCC AUP 2011, but in order for it to fully align with our code of conduct, we need to include some additional detail.

The numbers relate to the paragraphs within the Code of Conduct.

**1.10** Data protection – including the movement of devices between school and home: Care must be taken to ensure that staff laptops are stored securely and documents are encrypted as appropriate in line with the school's *Acceptable Use Policy*.

- All staff will use the One Drive to store all work – not desktops or USBs
- Within the One Drive we have groups to restrict access to sensitive documents
- Chromebooks will be password protected
- Chromebooks will never be left in a car overnight and if left in school, will be in a locked room or cupboard
- Documents involving sensitive information will be password protected and passwords shared separately

**8.5** Communication with parents and pupils: Only internal e-mail systems and school web-based communication should be used to contact pupils and parents / carers and this must be in accordance with the school's *Acceptable Use Policy*.

- ParentMail will be used to email out
- All incoming emails will go to [office@pattishallschool.co.uk](mailto:office@pattishallschool.co.uk) and be sent on
- In rare occasions (for safeguarding purposes), other forms of communication may be adopted (such as Facebook messenger) however, this will only happen from a 'professional' account.
- Teachers may use Class Dojo to message parents directly and vice versa, where appropriate
- Pupils will not be contacted directly outside of school, other than through Class Dojo portfolios during situations such as the 2020 COVID-19 lockdown or other homeschooling occasion.

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

**9.1 Social media:** Staff must observe the guidance in the *Acceptable Use Policy*, which they have signed to state that they have agreed the terms.

- Staff should not be friends with parents or ex-pupils over the age of 18 if they are not friends outside of school.
- Staff should not be friends with pupil under the age of 18, unless they are close family.
- Staff should separate their personal posts from their opinions about work, particularly if they have friends within the parent community.
- Posts on social media should not bring the school's reputation into disrepute.
- Staff should not name or depict colleagues on social media without their permission and in line with the other AUP points.
- Forthcoming initiatives or events should not be openly discussed on social media until agreed.
- Staff should not respond to questions about school on social media from friends or parents who have tracked them down. All such communications should be directed to the office email.
- Posts on social media should not be political in an extreme nature.
- Posts should not be inappropriate: as role models, staff should not feel embarrassed by what they have posted the morning after the night before.
- Staff should not communicate with pupils or ex-pupils on social media below the age of 18.
- The school's Instagram, Twitter and Facebook accounts should be used for PR only and only share pictures of children from whom we have permission to share their pictures.
- The school's Twitter and Facebook accounts should not be used for personal opinions.
- Personal opinions should remain around the dinner table or be raised with management, not aired on social media.
- The school has an official business Facebook Page, as well as a closed Facebook group. The 'Virtual Playground' can sometimes be used for more informal communication: although parents are encouraged to funnel their questions via the office or class teachers.

**10.1 Personal mobile technology:** phones, cameras, tablets All staff must read and adhere to the school's *Acceptable Use Policy*.

- Mobile phones etc should not be on during lessons.
- Mobile phones etc should not be used where there are children.
- Mobile phones etc should not be used to take photographs or recordings of pupils.
- School iPads can be used for photography and filming of pupils and remain in school; or if they are going home, images are deleted before leaving (to avoid them going in to personal cloud storage).
- Mobile phones should be available to be switched on in the event of a lockdown.

**Linked policies:**

- NCC 2011 Acceptable Use Policy
- Code of Conduct
- Online safety Policy
- Child Protection and Safeguarding Policy

Signed \_\_\_\_\_

Date \_\_\_\_\_