

Eastwood Community School



Acceptable Use Policy

Introduction:

This policy covers the use of technologies including the Internet, mobile phones and cameras in school and on school activities. All staff are required to adhere to this and visitors are expected to read and agree to adhere to it when signing in at the main office without exception.

The computer system (hardware and software) at Eastwood Community School is owned by the school, and may be used by students to further their education. Staff use the system to enhance their professional activities including teaching, research, administration and management. It is the responsibility of all staff / visitors to be vigilant with regard to upholding the principles of this policy, reporting any concerns immediately to SLT. Concerns will be taken seriously and will be documented. Should inappropriate material / activity be discovered, the Local Authority Designated Officer (LADO) will be contacted. The guidance issued by the DO (formerly LADO) will be followed as appropriate.

This policy has been written to protect all parties – the pupils, staff, visitors and the school itself.

The school reserves the right to examine or delete any files which may be held on its computer system and also to monitor any internet sites visited.

The Guidance:

- All activity should be appropriate to staff and visitor professional activity or the student's education.
- Personal details (including passwords) are to remain private.
- Access should only be made via the authorised account and password.
- Activity which threatens the integrity of the school computer systems or that attacks or corrupts other systems is forbidden.
- Users are responsible for all emails sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of material must be respected.
- Posting anonymous messages and / or forwarding chain letters is forbidden.
- As email can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other communication methods.
- The use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

The Internet:

- The purpose of internet access in schools is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Access to the internet and use of technology such as cameras are necessary tools for staff and an entitlement for students who show a responsible and mature approach. It should be noted that the use of a computer system without permission or for a purpose not agreed by the school could constitute an offence under the Computer Misuse Act 1990.

Mobile phones

- Eastwood Community School allows staff and visitors to bring personal mobile phones and devices for their own use onto school premises and on school based activities on the understanding that they are to be used in line with the Guidance in this policy.
- Personal mobiles should only be used to make calls to parents in an emergency / last resort situation.
- Children must not bring mobile phones (or other devices) into school without prior permission. Unauthorised devices will be confiscated until the end of the school day.
- Users bringing personal devices into school are responsible for ensuring they contain no inappropriate content.
- All staff/visitors must ensure that their mobile phones / devices are left with their personal belongings throughout contact time with children.

- Mobile calls may only be taken during staff breaks / own time except in emergency situations or where prior permission has been sought from SLT.
- If staff / visitors need to take a personal emergency call, they must do so out of earshot of pupils. The school phone may be used in this situation.
- Mobile devices must not be used as cameras for school activities.
- Staff and visitors to school will be requested to turn off 3G & 4G signal and access the internet via the school's wifi in order that activity online can be securely protected and safeguarded by the firewalls and filters in place.

Cameras:

- Photographs taken for the purpose of recording a child's learning or activity form an effective method of recording and celebrating pupil's achievements. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Designated school cameras are to be used to take photos within the school setting / outings. Staff must not use their own camera or other personal devices to take photographs of children or adults in / from the school.
- Visitors must gain permission from SLT in order to take photographs in school / on school activities.
- Children must not bring cameras into school.
- Images taken on a camera must be deemed suitable without putting the child / children in any compromising positions which could cause embarrassment / distress or be deemed inappropriate.
- All staff and visitors are responsible for the security of the camera and any photos taken.
- Any photos taken on personal devices must be deleted prior to leaving the site, unless by prior arrangement with SLT.
- Images taken and stored on the camera must only be downloaded on-site and onto a school computer. They should be deleted as soon as possible.

Failure to comply with the above will result in one of more of the following:

- a) appropriate sanctions and restrictions being placed on access to school facilities (to be decided by the Headteacher in accordance with the school's disciplinary procedures)
- b) any other action decided by the Headteacher / Governors, including police involvement where deemed appropriate.

Staff behaviour:

- When using the internet, cameras, mobile phones or any other electronic devices, staff must behave with the highest standards of professional conduct, integrity and discretion. This applies in all situations, on outings / residential and all classroom activities.
- Staff should be mindful of any communications on social media with parents and pupils as these may contravene the expectations in this policy. Staff must not accept friend requests from pupils and should make considered decisions about accepting friend requests from parents of pupils at our school. Reports of any such activity will be investigated by SLT, checked for appropriateness and acted upon accordingly.

Associated documents:

- Staff induction policy
- Staff code of conduct
- Whistleblowing policy
- Safeguarding and Child Protection policy

Document Control

Adopted & ratified by Governors

October 2019

COG:

Safeguarding Governor:

Due for review:

October 2021