Woodbridge Primary School
Acceptable Use Policy

Approved by Governors	**Summer 2023**
Next review due	**Summer 2024**

Signed by:

Dr Colin Hopkins

Chair of Governors

Signed by:

Mrs Pippa Wake

Headteacher

Acceptable Use Policy for all staff, governors and visitors

Our school promotes the positive use of technology in school and assists in developing pupils' knowledge and understanding of digital devices and the Internet. We ensure that our school IT network is robust and resilient and staff have a duty of care to safeguard pupils when using technology in school. Any misuse of technology by a pupil, member of staff or visitor must be reported to the Designated Safeguarding Officer, so an investigation can take place.

This is the Acceptable User Policy (AUP) for our school. It highlights the do's/don'ts of using all technology in school and shows how we want all to behave when using IT. The AUP covers the following legislation:

- Malicious Communications Act 1988
- Data Protection Act 1998
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

Using Technology in School

- I will only use school IT systems, external logins and email for school-related purposes. Other use will be with the permission of a SLT teacher.
- I will monitor the use of all IT in school and report any inappropriate use by pupils, staff or visitors to the Designated Safeguarding Officer (DSO).
- I will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, extremist, defamatory or copyright infringing.
- I understand that issued laptops/Chromebooks are for staff use only

Security, Passwords & Copyright

- I will not divulge any school-related passwords and I will comply with school IT security procedures.
- I will use school email systems for school-related communications. I will not use personal accounts for school business.
- I will only open email attachments from sources I know to be safe.
- I will ensure that personal data is stored securely and in line with the Data Protection Act. I will follow school policy with regard to external logins, encrypted data and not storing school material on personal IT equipment unless stated otherwise.
- I will not install software onto the network or mobile devices unless supervised by the Network Manager or IT support staff.
- I will respect copyright and intellectual property rights.

Social Media

- I must maintain my professionalism at all times when using personal social media and not bring the school or my profession into disrepute by posting unsuitable comments or media when using these sites.

• I must not use social media tools to communicate with current or former pupils under the age of 18.
• I will only use authorised school social media accounts to post information to pupils or parents.
• I will not make references to Woodbridge Primary School on any social networking site.

Mobile Technologies
• I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode when I have directed time with pupils.
• I will only make or receive personal calls in specific places e.g. staffroom, workroom and office.
• I will not contact any parents or pupils on my personally-owned device.
• I will not use any personally owned mobile device for school business e.g., to take images, video or sound recordings for good work, evaluation or pupil use.
• I will not store any school data on personal devices.
• In line with the Bring Your Own Device (BYOD) policy, I will ensure that all school data on personal devices is password protected and that I have agreed for the IT support staff to erase and wipe data off my device if it is lost and/or as part of my exit strategy.

See also: **Bring Your Own Device (BYOD) Policy**

Online Professionalism
• I am aware that all network and Internet activity is logged and monitored and that the logs are available to SLT in the event of allegations of misconduct.
• I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos, of pupils, parents or staff on social media or websites in any way which might bring the school into disrepute.
• I will make sure that my Internet presence does not bring the teaching profession into disrepute and that I behave online in line with the Teacher Standards (2012) and other guidelines from the D of E.
• I will champion the school's e-safety policy and be a role model for positive and responsible behaviour on the school network and the Internet.
• I will not give my home address, phone number, mobile number, personal social networking details or email address to pupils. All communication with parents should be done by authorised school contact channels.
• Photographs of staff, pupils and any other members of the school community will not be used outside of the school IT infrastructure unless permission has been granted by the subject of the photograph or their parent/guardian.
• I will ask the permission of the Head Teacher (when on site), or the teacher in charge (when off-site), prior to taking any photographs.

Signed:

Name……..

Date……..

Signature…….