

<i>Date of Initial policy update</i>	<i>05/03/15</i>	<i>Date of next review</i>	<i>March 2019</i>
<i>Approved by governors</i>	<i>March 2017</i>	<i>Key person</i>	<i>SA</i>

SAFE USE OF ICT AND OTHER DIGITAL DEVICES – FOR SCHOOL STAFF

Statement of intent

The Westgate School (referred hereon in as TWS) looks to enable the advantages of a wide range of ICT systems and other digital devices, both in school and outside of school. In doing so, TWS has a responsibility to ensure that ICT is used appropriately. Where this policy is breached, this may become a matter for Children's Services investigation and/or a disciplinary issue. Staff should also be aware that this extends to any inappropriate use of ICT and digital devices outside TWS.

This Dos and Don'ts list prescribes the types of behaviours and actions that staff should undertake in order to protect TWS and themselves from risk.

It is important that this document is read in conjunction with the following policies and documents:

- Cyberbullying Policy – Practical Advice for School Staff
- IT Equipment Allocation form

Do

- Ensure that where a login and password is required for access to a system, it is not disclosed to anyone
- Personal use of the school's ICT resources and facilities is undertaken outside core work hours
- Be aware that the school's systems will be monitored and recorded to ensure policy compliance
- Ensure that you comply with the requirements of the Data Protection Act when using personal data
- Seek approval from your Line Manager before taking personal data off the school site
- Ensure personal data is stored safely and securely whether kept on site, taken off site or accessed remotely
- Report any suspected misuse or concerns that you have regarding the school's systems, resources and equipment to the Headteacher or Child Protection Liaison officer as appropriate
- Be aware that a breach of your school's Safe Use of ICT and Other Digital Devices – for School Staff policy will be a disciplinary matter
- Ensure that any equipment provided for use at home is not accessed by anyone not approved to use it
- Ensure that you have signed the Allocation of IT Equipment form confirming what equipment you have been allocated and that should your employment cease, all IT equipment will be returned in working order
- Ensure that you have received adequate training in ICT
- Ensure that your use of ICT conforms to appropriate H&S regulations
- Alert your Line Manager or Child Protection Liaison Officer if you receive inappropriate content via email

- Be aware that the school may intercept emails where it believes that there is inappropriate use
- Alert your Headteacher if you accidentally access a website with inappropriate content
- Use dedicated school mobile devices when on educational visits – not a personal device
- Ensure that your mobile device is switched off during lessons and meetings
- Report to your Headteacher or Child Protection Liaison any occasion where a pupil has sought to become your friend through a social networking site
- Follow school procedures for contacting parents and/or pupils. Only contact them via school based computer systems or the Office 365 email system.

Don't

- Access or use any systems, resources or equipment without being sure that you have permission to do so
- Share your login and password details with anyone
- Download, upload or install any software or hardware (including USB sticks) without approval from the IT Support Team.
- Use any unsecure removable storage devices to store personal data
- Use school systems for personal financial gain, gambling, political activity or advertising
- Use personal email addresses to communicate with pupils or parents
- Accept friendship requests from pupils or parents – you may be giving them access to personal information and allowing them to contact you inappropriately
- Put information or images on line or share them with colleagues, pupils or parents (either on or off site) when the nature of the material may be inappropriate
- Post anything that may be interpreted as inappropriate towards colleagues, pupils, parents, the school or HCC
- Accept friendship requests from former pupils within 2 years of leaving or until they reach 18, whichever comes first.
- Utilise social networking sites while at work

I have read, understood and accept the *School's Safe Use of ICT and Other Digital Devices – for School Staff* policy. I am aware that any breach of this policy may lead to disciplinary action. Depending on the severity of the situation, further action may be taken by the school or appropriate authorities.

Name

Signed