



Westfield School

**ACCEPTABLE
USE of ICT
POLICY 2017 –
2018**

Approved by:	Governing Body
Last Reviewed On:	May 2018
Next Review Due By:	May 2019

Introduction

ICT is visible within in school in many different forms – internet, email, computers, mobile devices etc – are now part of our everyday lives. It is our duty as members of staff to be responsible for how ICT is used with the school and be vigilant when monitoring the safe use by others.

All staff members at Westfield School are aware of the following responsibilities:

- All staff, Governors and visitors understand that ICT is displayed in a wide variety of ways including but not limited to: computers, digital cameras, laptops, computers, iPads, SMART boards, telephones and TV screens.
- All staff, Governors and visitors understand that it is a disciplinary offence to use the schools ICT equipment for any purpose not permitted by its owner.
- All staff, Governors and visitors understand that computer and encryption passwords are to be kept secure and not shared or disclosed with others. Any unacceptable use that takes place as a result of a password disclosure is the sole responsibility of the password owner.
- All staff, Governors and visitors understand that they will not install any hardware or software on school devices without the permission of the Head teacher or Head of Computing.
- All staff, Governors and visitors understand that Westfield School reserves the right to monitor and log internet activity for the safety of the school its staff and pupils. If unacceptable uses are found, this information may be used in line with disciplinary procedures.
- If an E-Safety incident occurs, all staff, Governors and visitors understand that this must be reported, as soon as possible, to the designated person for child protection and the Head of Computing.
- All staff, Governors and visitors will only use Westfield School's email/ internet/ intranet etc and any related technologies for uses permitted by the Head Teacher.
- If any staff, Governor or visitor is unsure about acceptable uses of ICT, they must speak to the Head Teacher or Head of Computing before using it.
- All staff, Governors and visitors understand that all laptops are encrypted and these are the only laptops that should be used to complete school work.
- All memory sticks used in school, must be encrypted and no personal or sensitive school data is to be held on them. This includes but is not limited to names, addresses, photographs etc.

- Personal devices must only be used in the context of school business with the permission of the Head Teacher.
- All staff, Governors and visitors are aware that mobile phones should be stored away during school time and only to be used in staff only areas.
- Personal mobile phones or digital cameras should not be used for taking photographs of school business.
- All staff, Governors and visitors using school equipment will not, download, upload, distribute or browse any material considered illegal, offensive or discriminatory.
- All staff, Governors and visitors understand that the school email system is to only be used for school business and not to send personal email. All emails that contain sensitive data, which is being passed on to approved authorities, should be sent via an encrypted method.
- All images taken, stored and used within school or for promoting the school (website, Facebook, Twitter etc) are to only be used with parental permission which is gained by the office when the children start school.
- All teachers are to be aware of which children have had photograph permission granted before taking any photographs.
- Filming and photography by parents and the wider community at school events, such as sports days and school productions, are not allowed. Parents are of course allowed to take photographs after the performances of their own children, however we ask that no photographs of children that are not their own are to be taken. Our statement on filming and photography is mentioned at the start of the performances and monitored throughout.
- All staff, Governors and visitors will make every effort to comply with copyright and intellectual property rights. This means that any images used will be royalty-stock free images (no copyright).
- Children and their parents are asked to sign an Acceptable Use Policy, which is in their organisers, at the start of the academic year. Staff are to make sure this is signed before children can use school technology.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Head, Deputy Head or Head of Computing which coincides with our Safeguarding Policy.

I acknowledge that I have received a copy of, have read and agree to the Acceptable Use of ICT policy.

Full Name:

Signed:

Date:

Acknowledgements: Adapted from supporting materials on <https://schoolleaders.thekeysupport.com/policy-bank/behaviour/email-and-internet-acceptable-use-sample-policies-and-guidance/>