



*Believe. Achieve. Succeed. In our hands we hold the future.*

## **Online Safety Policy Appendix A**

### **Acceptable User Agreement for Staff and Volunteers**

#### **What is this policy for?**

This policy sets out the acceptable use of technologies by Hutton CE Primary staff and volunteers (including students). It intends to ensure that users of technology stay safe while using the internet and other communication technologies for educational, personal and professional use; school systems and users are protected from accidental or deliberate misuse that could put systems at risk; and that staff are protected from potential risk in their use of technology.

#### **The Vision for Online Safety**

At Hutton CE Primary we seek to build a school community who are able to keep themselves safe and have resilience in an ever-changing digital world. Online Safety is thought of with utmost importance and feeds into our safeguarding provision.

#### **Guidelines**

Users will sign to say that they agree to adhere to the acceptable use rules and they understand that school systems must be used in a responsible way, ensuring no risk to school systems, or the identity or safety of other users. Users must also understand that their online presence and digital footprint must reflect their high standards of professionalism and confidentiality.

Rules and security applies to teaching staff using any school system. This includes, but is not limited to, Scomis, Tapestry, Times Tables Rockstars etc.

#### **For my professional and personal safety:**

- The school will monitor my use of school technology and communications systems.
- The rules set out in this agreement apply to my use of school hardware and technology both in and out of school.
- School technologies are primarily intended for educational and teaching use. I may occasionally check personal emails, but not during hours of pupil supervision.
- I will not disclose my username or password to anyone else, nor will I try to use anyone else's. I will ensure that I maintain strict password security at all times.
- I will immediately report any illegal, inappropriate or harmful material or incident to the Online Safety Lead, DSL or Deputy DSL.
- I will not keep my personal mobile devices in any area frequented by pupils, and will only use it in staff areas during break times.
- Personal mobile devices must not be taken on any school trip or visit.

*Philippians 4:13: I can do all this through Him who gives me strength*



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### When using school technology and systems:

- I will communicate in a professional manner, not use aggressive or inappropriate language and appreciate that others may have a different opinion.
- I will only use official school social media sites as means to communicate with the community, and to advertise the school in a positive manner. Conversations should not be entered into by staff members through the school pages.
- I will not enter into communication with parents via electronic means, without prior discussion with the head or deputy. Communication with pupils will not be through electronic systems, with the exception of marking feedback on school-wide sites such as Purple Mash.
- I will not engage in any online activity that may compromise my professional responsibilities.

### Use of photographic and video equipment and images

- I will ensure that when I take and/or publish images of others I will do so with the express permission of parents.
- Staff should have an open discussion with pupils about the reasons for their photographs being taken, and what will happen to them next.
- Pupils in Years 5 & 6 may be given the opportunity to make their own decisions about photographic and video permissions in certain situations in preparation for the outside world and secondary school. But this would not be that the child could give consent against parental wishes.
- Images should only be taken on school equipment; the personal equipment of staff must not be used for such purposes.
- It is not appropriate for pupils or parents to take informal, 'fun' pictures or videos of teachers and staff where there is no school 'need'. A professional identity must always be of utmost importance.
- Photographs published will be selected carefully and will not include the child's full name.
- Staff must ensure that they are aware of who **does not** have photographic permission, and ensure that these children are safeguarded against a breach of this.
- Staff members are responsible for ensuring that photographs taken by third parties (e.g. another school) meet our guidelines. If unsure, then permission for photographs must be denied.

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### **To ensure the safety of school technologies and systems**

- I will not open any hyperlinks in emails or their attachments unless the source is known and trusted, or if I have any concerns about the validity of the email.
- I will ensure that data is regularly backed up and that school devices are used within school on a daily basis to allow for automatic updates to security.
- I will not upload, download, or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not cause damage to, or disable, the equipment of school or other people.
- I will adhere to the rules of the Data Protection Policy with regards to the transportation and storage of data. With this in mind, I will not use any personal device to access personal data of any school users.
- I will immediately report any faults or concerns involving school equipment, software or technologies to the Online Safety Lead, or IT technician.

### **When using the internet in school**

- I will check the content of any website or software before using in front of pupils.
- I will ensure that I have permission to use the original work of others in my own work.
- I will not download or distribute work protected by copyright.

### **Monitoring and Evaluation**

The Online Safety committee will monitor the impact of this agreement and with the safeguarding team review online safety incidents and act upon these where necessary.

I understand that if I fail to comply with the agreement, I could be subject to disciplinary action in line with the staff disciplinary policy?

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) within these guidelines.

Staff/volunteer name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

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