



Brompton & Sawdon C.P. School

# Acceptable Use of Technology Code of Conduct

December 2022 – December 2025

ICT in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at Brompton & Sawdon C.P. School are aware of the following responsibilities:

- All Staff, governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets. **Mobile phones will not be left visible in class or used when children are present.**
- All staff, governors and visitors understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No staff, governors or visitors will disclose any passwords provided to them by the school.
- All staff, governors and visitors understand that they are responsible for all activity carried out under their username. However, no staff member, governor or visitor should trespass upon another user's files or folders.
- Staff, governors and visitors will not install any hardware or software on any school owned device without the Head's permission.
- All staff, governors and visitors understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an E-safety incident should occur, staff will report it to the Senior or Deputy Designated Professional for Child Protection as soon as possible.
- All staff, governors and visitors will only use the school's email / internet /intranet etc and any related technologies for uses permitted by the Head or Governing Body. If anyone is unsure about an intended use, they should speak to the Head beforehand.
- All staff, governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body. No passwords should be divulged and only memory sticks provided by school should be used. These memory sticks should also be encrypted.
- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business. Each class has a digital camera or access to tablets specifically for this purpose. These school cameras must NEVER be used for personal use.
- All staff, governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, governors and visitors will only use the approved email system for school business.

- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. At the start of each year, our parents are asked to sign if they agree to their children's images being used in our website, prospectus and newsletter or in the local press. If a parent does not agree to this, we ensure that their child's photograph/image is not used.
- All staff, governors and visitors will make every effort to comply with copyright and intellectual property rights.
- All staff have access to the school's ICT equipment for use at home. It is the staff member's responsibility to ensure the safety of their device. They should not store or leave this device in an unattended vehicle. They should also understand that the device should only be used for professional purposes – It is not a personal device.
- All staff, governors and visitors should understand that ICT equipment, such as laptops and tablets should be maintained, when needed, in the following way:
  - Users must use protective covers/cases for tablets.
  - The screen of a device is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the device.
  - Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the screen.
- All staff, governors and visitors should ensure that their use of social networking sites, such as Facebook and Twitter, does not question or bring their professional role into disrepute. Members of staff:
  - Are advised to consider, and set appropriately, their privacy settings on such sites.
  - Should consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.
  - Should not communicate with pupils, in relation to either school or non-school business, via social networking sites. Members of staff should only communicate with pupils using the appropriate LA/school learning platforms or other systems approved by the Headteacher.
- Staff and governors are not permitted to contact or communicate with pupils, parents or conduct school business using personal email addresses or telephones, without specific permission from the Headteacher.
- Staff, governors and visitors should not give out their own personal details, such as telephone/mobile number or personal email address, to pupils. They must also ensure that all electronic communication with parents, pupils and staff is compatible with their professional role.
- All staff, governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Head or the Deputy Designated Professional in line with our school's Safeguarding Policy.

I acknowledge that I have received a copy of the Acceptable Use of Technology Code of Conduct by signing the acknowledgement form in the staff room.