

Southend on Sea

Exemplar Acceptable Use Policy - Staff

Purpose – addressed to teaching staff

The purpose of this document is to make sure that all staff are safe when they use the Internet through the school system and that they conduct themselves in a professional manner at all times. This includes through any equipment owned by the school or by the staff.

Personal communication

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes (or for uses deemed 'reasonable' by the Head or Governing Body).
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not use or give out my own personal details, such as mobile phone number and personal email address, to pupils or parents or for any official school communication.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that my online activity will not bring my professional role, the school or any member of the school community into disrepute.

Security

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that personal data (such as data held on SIMS) are kept secure and are used appropriately, in school or accessed remotely and I will comply with school data protection protocols when using data on or off the school site.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I will ensure my password is kept secure, changed regularly and alert **XXX** (Senior Information Risk Officer) if I suspect my access has been used by someone else.

Access

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will not browse, download, upload or distribute any images, video, sounds or text that could upset or offend any member of the school community
- I will follow the appropriate guidelines and report any accidental or deliberate access to inappropriate materials.
- I will respect copyright and intellectual property rights.

Official school systems

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.

This section is where schools could add any other specific policy statements