PARK SCHOOL – ACCEPTABLE USE & DIGITAL SAFETY POLICY - PERIPATETIC

To be read with: Digital Safety Policy, Privacy Policy, Peripatetic Staff Policy

1.   AGREEMENT

1.1   As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer systems in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign to indicate their understanding and the acceptance of this Digital Safety Policy, Privacy Policy, Peripatetic Staff Policy.

2.   THIS IS NOT AN EXHAUSTIVE LIST AND ALL MEMBERS OF STAFF ARE REMINDED THAT ICT USE SHOULD BE CONSISTENT WITH THE SCHOOL ETHOS, OTHER APPROPRIATE POLICIES AND THE LAW.

2.1   I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones,digital cameras, email and social media sites.

2.2   School-owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

2.3   I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Park Privacy Policy.

2.4   I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and encrypted. I will protect the devices in my care from unapproved access or theft.

2.5   I will respect copyright and intellectual property rights.

2.6   I have read and understood the School e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.

2.7   I will comply with the guidelines regarding Personal Electronic Devices (including personal mobile phones) which is shown below.

2.8   I will respect, when using email, the guidelines attached below.

2.9   My electronic communications with parents/carers will only take place in accordance with the Peripatetic Staff Policy.

2.10   My use of ICT and information systems will always be compatible with my professional role. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with current UK Law.

2.11   I am aware that my online conduct out of school could have an impact on my role and reputation within school. Civil, legal or disciplinary action could be taken if I am found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in my professional abilities.

2.12   I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence,

inconvenience or needless anxiety to any other person.

2.13   Where personal data (such as parent contact details) are shared with me; I agree to only use that data for the provision of the agreed in-school lessons. I will not share these details with anyone else, I will not use these details for any other purpose, such as marketing other lessons or ensembles, and I will not retain these details once a pupils cease to have lessons with me.

2.14   I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

2.15   If I have any queries or questions regarding safe and professional practice online either in school or off site, then I will raise them with the DSL and Headteacher.

2.16   Where the School believes unauthorised and/or inappropriate use of the school's information system or unacceptable or inappropriate behaviour may be taking place, it will take this very seriously and may review ongoing working relationships. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

3.   GUIDELINES REGARDING THE USE BY PERIPATETIC STAFF OF PERSONAL MOBILE PHONES, TABLETS, CAMERAS ("PERSONAL ELECTRONIC DEVICES").

3.1   Aims

- Protect the school against risk of problematical incidents
- Protect staff against false allegations or difficult situations
- In relation to the whole school, to comply with best practice as advised by ISI
- Maintain a professional image in the eyes of pupils, parents and visitors

3.2   Guidance

- Personal Electronic Devices including mobile phones must not be used in school or nursery.
- Personal Electronic Devices including mobile phones must not be used to record or photograph pupils in school or nursery.
- Personal mobile phones may however be used at any time if their use is the best way of dealing with an urgent issue of Health and Safety.

Senior staff are constantly monitoring the site for compliance with this policy. All staff are asked to report any infringement of this policy to the DSL (Ella Whitbread).

4.   GUIDELINES REGARDING STAFF USE OF EMAIL.

General principles

- Staff should be aware that Data Protection legislation may require the school to disclose the contents of pupils' files to parents. Emails about pupils must therefore be regarded as potentially public documents.
- We should never send emails which criticise individuals or may cause offence.
- Emails sent to more than one parent must be sent through a secure channel such as ISAMS.