

Bishop Stopford's School Pupil Acceptable Use Policy 2020

ICT and related technologies such as e-mail, the Internet and mobile devices are an expected part of our daily working life in School. The policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents.

Any concerns or clarification should be discussed with the Designated Safeguarding Lead Officer. Staff should be aware that a breach of this acceptable use policy may amount to misconduct and result in disciplinary proceedings.

When using the school's ICT systems (like computers, Google Classroom) and get onto the internet in school:

1. I will only use the Schools email/Internet/Intranet/learning platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
2. I will limit the use of the internet for personal use to out of lesson time for teaching staff and to breaks and lunchtime for support staff.
3. I will confine my use of my personal mobile phone to private staff areas only.
4. I will comply with the ICT system security and ensure that I keep my password secure and ensure staff pages cannot be accessed by pupils by not leaving an unattended computer logged on and unlocked or let Students access it.
5. I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
6. I will not give out my personal details, such as mobile phone number and personal email address, to pupils.
7. I will ensure that any personal data (such as data held on BROMCOM) is kept secure and is used appropriately, whether in School, taken off the School premises or accessed remotely at home.
8. I will not install any hardware or software to School devices without the permission of IT services.
9. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
10. Images of pupils and/or staff will only be taken, stored and used for professional purposes and with the written consent of parent, carer or member of staff. (A list of pupils who cannot be photographed for publicity purposes is held in the School Office).
11. I will not use my own mobile phone to record images of pupils. School cameras are available for recording such images. I will not download images of pupils to my own personal devices.
12. 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 Head teacher.
13. I will support the School approach to e-safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the School community.
14. I will respect copyright and intellectual property rights.
15. I will ensure that my online activity, both in School and outside School, will not bring my professional role into disrepute.
16. I will support and promote the School's e-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
17. I will not accept any current pupil of any age or any ex-pupil of the School under the age of 21 as a friend, follower, subscriber or similar on any personal social media account, including any form of on-line gaming.
18. I will only use School sanctioned social media accounts for the communicating of official School business or news.
19. I will let the designated safeguarding lead (DSL) and Network Manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
20. I will always use the school's ICT systems and internet responsibly and ensure that pupils in my care do so too.