Staff Member Responsible:	NEL
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Required on Website:	Yes

The Gilberd School

Electronic Communications Acceptable Use Policy for Staff

This policy has been produced in consultation with the Essex County Council Code of Conduct Policy for Schools and Academies.

This policy should be read alongside other policies of the school, particularly:

- Electronic Communications Acceptable Use Policy for Students
- Electronic Communications Acceptable Use Policy for Visitors
- Behaviour Management Policy
- Child Protection Policy
- Data Protection Policy
- Staff Discipline and Dismissal Procedure

Please note that use of the school network is intended to be as permissive and flexible as possible under current UK legislation and DfE guidelines. This policy is not intended to arbitrarily limit the ways in which you can use the system, but to ensure compliance with the legal responsibilities of the school and staff, to safeguard the reputation of the school, and to ensure the safety of all users. Please respect these guidelines, many of which are in place for your protection.

The school recognises that the distinction between computer use at work and at home is increasingly blurred, with many of us now using our own computers for work. While the school neither wishes, nor intends to dictate how you use your own computer, staff should consider that the spirit of this policy applies whenever you are undertaking an activity that stems from your employment with the school.

Internet

I understand that:

- All use of the school's internet and e-mail in school, away from school and at home is recorded and the logs uploaded to the school system. Your personal user area on the network may also be monitored to ensure adherence to policies and the law.
- The internet should not be used for revealing or publicising proprietary or confidential information.
- Any posting on the internet that causes damage to the school, any of its employees, students or any third party's reputation may amount to misconduct or gross misconduct which could result in dismissal.
- I must not place inappropriate images/video on the internet in any forum and must ensure that background details (e.g. house number, street name, school) cannot identify me.
- There is restricted access to social networking platforms for work purposes only.

I will:

- Take all reasonable measures to ensure that pupils are not exposed to any inappropriate images or web links. This includes remaining in the room when students are using the internet and regularly checking screens.
- Report any accidental access to material which might be considered unacceptable immediately to my line manager and the network manager and ensure it is recorded.

I will not:

- Use the schools equipment, internet or e-mail service for unlawful activities, commercial purposes or for personal financial gain. This includes accessing, downloading, storing, creating, copying or distributing offensive material (including but not limited to pornographic, sexual, violent or criminal content and racist, sexist, or otherwise discriminatory material).
- Communicate with pupils or parents using social networking sites (e.g. Facebook). Even offers of assistance to a pupil with studies via social networking sites leaves an employee vulnerable to allegations.

Copyright

I understand that the school has a Copyright Licensing Agency (CLA) Education License and this means:

- I can copy works in any medium as long as the use is solely to illustrate a point, it is not done for commercial purposes and it is accompanied by a sufficient acknowledgement. This means minor uses, such as displaying a few lines of poetry on an interactive whiteboard, are permitted, but nothing which would undermine sales of the copied information.
- If I am digitally copying or photocopying from a book I am limited to one full chapter or 5% of the book, whichever is greater.
- The audience of the copied works is limited to teachers, pupils and others directly connected with the activities of the school. This also means I cannot use copyright material on a public document (school web-site, newsletters home etc.)
- I must e-mail the office manager the title and distributor of any DVD films I intend to use (educational and non-educational). This is not necessary for short clips and documentaries used for educational purposes.

Protecting data

I understand that:

- I must ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely in accordance with the General Data Protection Regulations 2018. This includes the use of 'Strong' passwords and anti-virus software.
- I must not store any sensitive or personal information about staff or students on any portable storage system (such as a USB memory stick, portable hard disk, personal computer or mobile phone) unless that storage system is encrypted and approved for such use by the school. If I am unsure on the sensitivity of data I will contact my line manager for clarification.

I will:

- Only use my work laptop when accessing SIMS data from home so as not to breach Data Protection Policy.
- Take every reasonable care to ensure students do not gain access to my passwords.
- Report immediately any accidental loss of confidential information so that appropriate action can be taken.
- Fully log off, or lock the screen before leaving my laptop or computer unattended.
- Delete or shred any personal or sensitive information that has served its purpose.

I will not:

- Allow a pupil to have individual use of a staff account under any circumstances, for any length of time, even if supervised.
- Store sensitive information in public folders.

School equipment (including iPads and laptops)

I understand that:

- The equipment allocated to me, and all material on it, is my responsibility and subject to random checks for appropriate usage.
- Equipment loaned to me by The Gilberd School, is provided solely to support my professional responsibilities and that I will notify The Gilberd School of any "significant personal use".
- Use of school equipment must not be for any commercial purpose or gain unless explicitly authorised by the school.
- Family members or other non-employees must not be allowed to access the academy's computer system or use the academy's computer facilities, without the formal agreement of the employee's line manager.

I will:

- Take all reasonable steps to ensure the safety and security of school ICT equipment. This includes not leaving laptops and other mobile equipment unattended. When taking equipment off site I will remove anything of a personal nature before it is returned to school.
- Protect the school network from damage by ensuring that all memory devices are virus protected and that I do not open e-mail attachments or download files from the internet that I am unsure of.
- Only download apps and other material necessary for school work.
- Take all reasonable steps to ensure the safety and security of the equipment. This includes not leaving it unattended and using the protective case provided.
- Make efforts not to intentionally waste resources. Examples of resource wastage include:
  - Excessive downloading of material from the Internet;
  - Excessive storage of unnecessary files on the network storage areas;
  - Use of computer printers to produce class sets of materials, instead of using photocopiers.

I will not:

- Use my own equipment to connect to the schools network unless specifically permitted to do so.
- Transfer Apps and other material to another unauthorised device.
- Compromise the privacy of students when taking photographs or video by leaving my iPad unlocked and unattended.
- Allow a pupil to have individual use of staff iPad/laptop ICT equipment under any circumstances, for any length of time, even if supervised.
- Allow a student to have access to an individual iPad's 'restriction code' unless authorised to do so.

In the Classroom

I understand that:

- When using an Interactive white board, I will freeze/pause the whiteboard to protect the privacy of data on my computer.
- The free use of search engines by students is permitted only when a member of staff is present.
- Any filming of lessons, or parts of lessons, is only to be done with the prior agreement of the staff involved and the film is only to be stored on the school network.

Live teaching or meetings using video conferencing software

I understand that:

- I must ensure all students have their cameras off and microphones muted.
- I will make all participants aware that the session is being recorded and start recording the session as soon as the session begins. This is to safeguard both the students and staff.
- All recordings of live teaching sessions and meetings will be stored securely in a password protected area on the school network. These recordings will only be shared with individuals when there is a genuine need to do so (e.g. with students who could not access a teaching session, safeguarding concern, staff CPD).

- I cannot ask students to use their cameras unless I have written consent from parents, another member of staff or parent is present in the session and the session is being recorded.
- Staff are not to set up one to one live teaching or meetings with students unless they have written consent from parents, another member of staff or parent is present in the session and the session is being recorded.
- Students will communicate by typing using the 'conversation' window or by raising their hand. I can unmute a student's microphone if I want them to talk to ask their question.
- I must use formal language when engaging with the students as you would in the classroom.
- If only one student arrives to a live teaching session then I must explain to the student that the session will have to be rearranged, offer immediate e-mail support and then ask the student to exit the session.
- If my camera is on then I must use an appropriate background or the 'blur' background feature.
- If teaching or meeting from home and on camera I must be dressed appropriately.
- If a student is disrupting the session, or is using the conversation window inappropriately, warn the student once and on the second offence remove them from the session.
- I will ensure all the students 'hang up' at the end of the drop-in clinic and do not try to 're-join' the session.

Communicating with students, parents and colleagues

I understand that:

- If I communicate online with pupils or parents it will only be via the school's e-mail system, VLE. web-site or video conferencing software (Microsoft Teams) **not** social network sites (Facebook etc.).
- Communication online with pupils and parents will be professional at all times. Staff should not engage in friendly "banter" style conversations with students that could be misinterpreted. Staff should use appropriate avatars or bitmojis. Staff should follow normal safeguarding procedures if they are concerned about the content or volume of online communication they receive from a student.
- I must be circumspect in personal network contact with former pupils, keeping contact with those under the age of 18 through my school e-mail account only.
- Any content I post online or online activity that is visible to the public (including social media and emails) will be professional and responsible and maintain the reputation of the school.

Use of Email

I understand that:

- E-mail has the same permanence and legal status as written hard copy (paper) documents and may be subject to disclosure obligations in exactly the same way. The professional standards that apply to internal memos and external letters must be observed for e-mail.
- All school e-mails I send externally should have a signature containing my name, job title and the name of the school.
- I will only use an official (i.e. not personal) email addresses for user accounts which will be used for official purposes.
- E-mail is not a secure method of communication, and can be easily copied, forwarded and archived. Unless explicitly authorised to do so, I **must not** send confidential information belonging to the school. Should there be a need then it will be as a password protected attachment with the password sent separately.
- I must refer to students using their initials only in the e-mail subject line to maintain privacy. I will also refer to the location of confidential information rather than attach it to the e-mail where possible.
- Open mailboxes must not be left unattended.
- External E-mail addresses are private information and should not be shared. It is prudent to use the blind copy feature (Bcc) to ensure the privacy of addresses when sending to a 'group' or large numbers of recipients.
- E-mail 'threads' may also contain confidential information and so should be considered before forwarding, or replying to, e-mails.

I will not:

- Email sensitive or personal information about staff or students to a non-school email account. Personal or sensitive information e-mailed externally must be password protected or encrypted. Emails stored on the school email system should only be accessed by webmail or Outlook.
- Send unnecessary mass e-mails without consultation with the Headteacher. I will also ensure I do not copy others into e-mails (such as using 'Reply all') unless I am sure they need the information contained.

Privacy

I understand that:

- If I feel my privacy has been compromised by students, for example, taking pictures of me without permission or personal details being acquired online then I must report it immediately to my line manager.
- Website photographs that include students will be carefully selected and will be of a type that does not allow individual students to be identified.

I will not:

- Use my personal mobile phone or other electronic equipment to photograph or video pupils unless authorised to do so.

Further advice on all E-Safety issues can be found at; www.ceop.gov.uk, www.thinkuknow.co.uk, www.childnet.com/kia, www.teachtoday.eu. All the teaching and local government union web-sites contain useful advice on communicating safely electronically. **This policy and additional detail can be viewed on the staff X: drive in the 'Policies' folder.** Please report any technical problems immediately to IThelpdesk@gilberd.com or ring 157.

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By selecting 'Yes' on the voting buttons on the e-mail accompanying this policy you are agreeing that:

- I understand that by not following these rules I may be subject to legal proceedings and the use of the school's Disciplinary Procedure. Sanctions will depend upon the gravity of misuse and could result in dismissal.

- I confirm that I have read and understood The Gilberd School's **Electronic Communications Acceptable Use Policy for Staff**.