



Fawkham CE Primary School

Policy for Wi Fi Acceptable Use for Staff

February 2017

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Wi Fi Acceptable Use for Staff Policy

*The work of our school, underpinned by our core Christian Values:
Respect, Caring, Friendship, Honesty, Forgiveness and Responsibility*

DREAM, BELIEVE, ACHIEVE AT FAWKHAM CEP SCHOOL

We value diversity and promote equal opportunities for all.

- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people

Information Systems and ICT

- 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.
- I will not attempt to install any purchased or downloaded software (including browser toolbars and hardware) onto the school server.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. I will not disable or cause any damage to school / academic equipment, or the equipment belonging to others. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, however this may have happened (ICT Technician/ICT coordinator/Head teacher).
- If I have any queries or questions regarding the safe and professional practise online either in school or off site, then I will raise them with the e-Safety coordinator (ICT coordinator) or Head teacher.
- I understand that the Computer Misuse Act 1990 makes the following a criminal offense; 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.

Data Storage

- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use and I will not use the systems for personal or recreational e.g. Storing personal photos, files, etc. To prevent unauthorised access to systems or personal data, I will do my best to ensure I do not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security. I will try to use a strong password (a strong password is one with numbers, letters and symbols).
- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate safety measures in place in the work place or when accessed remotely.
- I will not keep any professional documents which contain school-related sensitive or personal information (e.g. photos, files, etc) on any personal devices such as laptops, cameras unless they are secured and encrypted.
- Any data that is being removed from the school site will need to be on an encrypted piece of ICT equipment e.g. encrypted memory stick or laptop. Any images or videos of pupils will only be used as agreed by the school and will always take into account parental consent.

Emails and Communication

- I will only communicate with students / pupils and parents / carers using official school systems e.g. via a school provided email address or telephone number.
- I will not engage in any on-line activity that may compromise my professional responsibilities. This includes for example the use of email, text, social media, social networking and gaming.
- I will not use personal email addresses on the school / academy ICT systems
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I understand that my use of information systems, internet and email may be monitored and recorded to ensure policy compliance.

Social Media

- I understand that Social Media can blur the definitions of personal and professional working lives, and to use social media in a responsible way and take precautions to protect myself both professionally and personally online.
- Under no circumstances should staff accept friend requests from pupils, or ex pupils. If a pupil of Fawkham CEP school does have a Social Media account this should be reported to the E-Safety Coordinator.
- Allowing parents/carers as “friends” on a Social Media account may give them access to personal content and allow them to contact you inappropriately through unregulated channels, contact should be made through the School system professionally by telephone or school email in order to protect yourself. If you have a pre-existing relationship with a child or parent and are unsure or have any concerns or queries please speak to the E-Safety Coordinator or Designated Child Protection Officer.

Mobile Phones, Cameras and Images

- Staff will not carry personal mobile phones, cameras or video recorders whilst working in contact with children. This protects staff from being distracted from their work, and from allegations of inappropriate use. Personal mobile phones, cameras or video recorders will be kept in classroom cupboards, the school offices or the staffroom.
- Under no circumstance must a mobile phone, camera or video recorder be used within the bathroom area.
- In the case of a personal emergency staff should use the school telephone and it is the responsibility of the staff member to make certain family members are aware of the school telephone numbers.
- Personal mobile phones, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used to record images, which can only be transferred to and stored on a school computer before printing.
- During group outings and or school trips nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes. It may be relevant for other members of staff to have access to their personal mobile phone for use when in an emergency.

- When images of children are requested by outside sources ie Newspaper, Tempest or special events, It is the staffs responsibility to ensure each child has the correct permissions and too remind parents if necessary NOT to use their mobile phones, cameras or video recorders.
- Parental permission will be sought on an agreed basis such as at time of admission, special events.

LearnPads and Laptops

- I understand that I must use the LearnPads and Laptops in a responsible way, to ensure there is no risk to my safety or the safety and security of data stored. I recognise the value of the LearnPads and Laptops have for enhancing children's learning and opportunities for data to be recorded and stored. I will where possible educate children in the safe use of ICT and embed e-safety in my work with young people.
- Fawkham CEP School have LearnPads with cases and Laptops and these must be used at all times and can be cleaned with a soft cloth. Never place objects on top of the LearnPads and Laptops, subject it too extreme heat or cold and never leave it in a car or unattended. Any attempt to maliciously destroy hardware, software or data will be subject to disciplinary action.
- Fawkham CEP School reserve the right to routinely monitor and upon request must be surrendered to ensure compliance with this AUP. Any breach of AUP may be subject to but not limited to disciplinary action confiscation, removal of content or referral to external agencies in the event of illegal activity.
- iTunes is permitted for download on school computers that Class Teachers are responsible for. It is the Class Teachers responsibility to keep the iPad charged and maintained. Any faults or issues must be reported to the Headteacher. as well as in the event of it being lost or stolen. Users are also permitted to set up their home Wi-Fi connection if they so wish.
- Memory is limited and so materials and photos not required must be deleted for the start of September.
- Users must also be aware and abide by the guidelines set out by Fawkham CEP School, of the Online Safety Policy.

E-Safety

- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person (e-Safety Coordinator). I will report all incidents of concern regarding children’s online safety to the Designated Child Protection Coordinator (Head teacher). I will report any accidental access, receipt of inappropriate materials and unsuitable websites to the e-Safety coordinator (ICT coordinator).

- 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.

- I have read and understand the school Online Safety policy which covers the requirements for safe ICT use and the supervision of pupils within the classroom and other working spaces (this can be found in the staff room on the Safeguarding noticeboard).

Staff must read and sign below:

I have read, understand and agree to abide by the terms of the LearnPads and Laptops Acceptable Use Policy.

Name

Signature

Date

Approved By