

# GISBURN ROAD C.P. SCHOOL BARNOLDSWICK

## ACCEPTABLE USE POLICY



DATE AGREED: NOVEMBER 2018

REVIEW DATE: NOVEMBER 2020

# Digital Safety

## Acceptable Use Policy for staff and visitors to Gisburn Road CP School

### Access and professional use

- All computer networks and systems belong to the school and are made available to staff for educational, professional and purposes deemed appropriate by the Head Teacher and Governing Body.
- Staff and visitors are expected to abide by all school Digital Safety rules and the terms of this Acceptable Use Policy. Failure to do so may result in disciplinary action being taken.
- The school reserves the right to monitor internet activity and examine and delete files from the school's system.
- Staff have a responsibility to safeguard pupils in their use of the internet and reporting all Digital Safety concerns to the appropriate persons.
- Copyright and intellectual property rights in relation to materials used from the internet must be respected.
- Emails and other written communications must be carefully written and polite in tone and nature.
- Staff should only access internet sites in school that are accessible using the school's filtering system.
- School cameras and sound recording devices are for educational and school business use only and must be kept safe and secure.
- Personal mobile phones may be used to communicate with school during off-site visits. The use of personal mobile phones within classrooms and other areas of school where pupils are present is not permitted.

### Data protection and system security

- Staff should ensure that any personal data sent over the internet will be sent securely. Where personal data is taken off the school premises via laptops and other mobile systems and storage, the information must remain secure.
- Sharing and use of other people's log on details and passwords is forbidden. Sensitive data should not be left of screens visible to parents and visitors

### Personal use

- Staff should not browse, download or send material that could be considered offensive to colleagues and pupils or is illegal.
- Staff should not allow school equipment or systems to be used or accessed by unauthorised persons. School computers or hardware used at home must be kept safe, secure and used appropriately.
- Staff should ensure that personal websites, blogs or social media posts do not contain material that compromises their professional standing or brings the school's name into disrepute.

I have read the above policy and agree to abide by its terms.

Name:

Signed:

Date: