



Wigginton Primary School

Acceptable Use Policy for All Staff - including temporary or supply staff and visitors to school.

As a member of staff, either temporary or permanent, or a visitor to the school I recognise that it is my responsibility to follow school e-Safety procedures and that I have a responsibility to ask for advice if I am not sure of a procedure.

I confirm that I will use all electronic communication equipment provided by the school, and any personal devices which I bring into in school, in a responsible manner and in accordance with the following guidelines:

- I will only use the school network for the purpose I have been given access, related to the work I am completing in the school
- I will not use my personal mobile phone or other electronic equipment to photograph or video pupils
- I will not publish photographs or videos of pupils without the knowledge and agreement of the school or the pupils concerned
- I will not give my personal contact details such as email address, mobile phone number, IM account details to any pupil in the school. Contact will always be through a school approved route. I will not arrange to Video conference or use a web camera with pupils unless specific permission is given.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorized system manager.
- I will take all reasonable steps to ensure the safety and security of school ICT equipment, including ensuring that any personal devices or memory devices I use are fully virus protected and that protection is kept up to date.
- I will only use my personal mobile phone during non-teaching time unless on a school trip; it will be kept on silent mode during lessons except in an emergency situation.
- I will report any accidental access to material which might be considered unacceptable immediately to a senior member of staff and ensure it is recorded and will report any incidents of concern regarding children's safety (including unsuitable materials or inappropriate activity) to the Headteacher.
- If I have access to any confidential school information, pupil information or data it will only be removed from the school site with permission and if so, it will be carried on a device given to me by the school. I will report immediately any accidental loss of confidential information to a senior member of staff so that appropriate action can be taken
- I will respect copyright and intellectual property rights.
- I understand that I have a duty of care to ensure that students in school use all forms of electronic equipment and devices safely and should report any inappropriate usage to a senior member of staff

- I will not publish or share any information I have obtained whilst working in the school on any personal website, blog, social networking site or through any other means, unless I have permission from the school.
- I understand that the school may monitor or check my use of ICT equipment and electronic communications to ensure policy compliance.

This policy has been agreed by the *Governors*. Please sign & date below to confirm you have read and understood this policy.

Signed _____ (*staff member/ volunteer*)

PRINT (name): _____

Date _____