



# THE VALLEY SCHOOL

## POLICY – STAFF USE OF ICT

FEBRUARY 2020 – (RESOURCES COMMITTEE)

### KEY PRINCIPLES

#### **“Learn to Believe – Learn to Achieve”**

#### **“Different for Different”**

ICT (including data) and the related technologies such as e-mail, the internet, mobile devices and digital technologies are an expected part of our daily working life in school and provide a good opportunity to learn provided they are safe. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT.

This policy is in place to protect staff privacy and to ensure that all contact between staff and pupils, or their families, remains professional and appropriate.

### KEY RESPONSIBILITIES & KEY PRACTICES

#### **In order to be safe and professional in your work, all staff must:**

- only use the school's email/Internet/Intranet/Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Board.
- comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities. Such passwords must not be stored on the computer unless encrypted or otherwise protected.
- ensure that all electronic communications with pupils and staff are compatible with my professional role.
- not give out their own personal details, such as mobile phone number, social networking username, twitter account and personal email address, to students or their families unless sanctioned by the Headteacher. Nor will they use any of the above for personal communication with students unless sanctioned by the Headteacher. This also applies in relation to ex-pupils and to staff after they cease to be employed by the school.
- only use the approved, secure e-mail system(s) for any school business.
- ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Board. Personal or sensitive data taken off site must be encrypted. LARA should be used whenever possible.
- not install any hardware or software without permission of the Headteacher or Senior Leader for ICT.
- not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with the GDPR policy and with written consent of the

parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher.

- understand that all use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to Line Managers or Headteacher.
- support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- respect copyright and intellectual property rights.
- not bring into school any illegal content, including pirated songs, movies, software, and offensive material and I will not try and share or distribute it further.
- ensure that online activity, both in school and outside school, will not bring the school, one's professional reputation or that of others into disrepute. This will include, for example, posts on social networking sites, video and photo publishing and sharing sites.
- ensure access to any profiles on social networking sites, or similar, are protected and kept private. Staff must not bring the school or colleagues into disrepute, or cause harm to either, by the use of such sites.
- not become "friends" with any pupils, ex-pupils or their families on social networking sites.
- support and promote the school's e-Safety and GDPR policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- not use electronic devices, including mobile phones, for personal use during working hours, except in the staff room and in offices, during staff breaks and lunchtimes. Specific permission may be given from time to time. Use for professional purposes may be necessary from time to time and for specific roles.
- understand that this forms part of the terms and conditions set out in contracts of employment.

## **IPADS**

Teachers each have a bank of iPads to be used as tools to support learning. They may be taken home by any member of staff for familiarisation or preparation, but they must be in school every day for pupils to use. They are not issued to a tutor group or subject and should not be labelled as such. These are tools for learning and should be used as part of planned learning activities. They should not be given to pupils for free choice use or as a reward.

- iPads are not for personal use and must be accessible by pupils.
- any Apps used must be suitable for pupils and must support pupils to learn well.
- Individual teachers are responsible for the safekeeping and charging of the iPads in their possession.
- Staff must report loss or damage of any device to the Network Manager immediately. If necessary, the device will be remotely locked or wiped.

**All staff are required to sign a copy of the user agreement on an annual basis. This is included as appendix 1.**

**Where relevant, staff are required to sign for the acceptance of any electronic hardware that is issued to them and to return it when no longer needed or on leaving the employment of The Valley School.**