



# The Valley School

Review Date

December 2023

## Use of ICT Policy

**David Pearce**

**Headteacher**

**Signature**

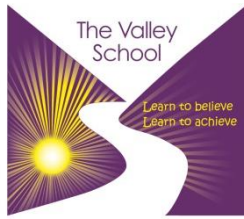


**Liz Ellis**

**Chair of Governors**

**Signature**





## THE VALLEY SCHOOL

### POLICY – STAFF USE OF ICT

(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.

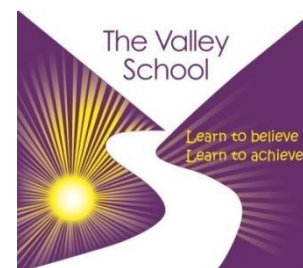
- iPads are not for personal use and must be accessible by pupils.
- Any Apps used must be suitable for pupils and must support pupils to learn well.
- Individual teachers are responsible for the safekeeping and charging of the iPads in their possession.
- Staff must report loss or damage of any device 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.

## Appendix 1

### ACCEPTABLE USE AGREEMENT ALL ADULTS WORKING AT THE VALLEY SCHOOL



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 that they are safe. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

- I will 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.
- I will 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.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will 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 I use any of the above for personal communication with students unless sanctioned by the Headteacher. This also applies in relation to ex-pupils and will continue to be the case, even if I cease to be employed by the school.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will 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.
- I will not install any hardware or software without permission of the Headteacher or Senior Leader for ICT.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will 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.
- I 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.
- I will 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.
- I will 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.

- I will 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.
- I will 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.
- I will not become "friends" with any pupils, ex-pupils or their families on social networking sites.
- I will 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.
- I will 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.
- I understand that this forms part of the terms and conditions set out in contracts of employment.

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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.

- I understand that iPads are not for personal use and must be accessible by pupils.
- I will ensure that any Apps I use are suitable for pupils and must support pupils to learn well.
- I am responsible for the safekeeping and charging of the iPads in my possession.
- I will report loss or damage of any device to the Network Manager immediately. If necessary, the device will be remotely locked or wiped.

# ACCEPTABLE USE AGREEMENT

I have read and understand the Acceptable Use Agreement, and agree to comply with it. I will use the Internet, email and other ICT facilities at school in a safe and responsible way and observe all the rules in this agreement.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school and understand that it is a condition of being employed at the school.

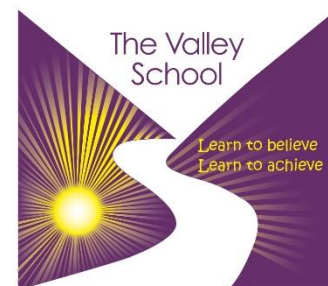
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Full Name (printed) \_\_\_\_\_

Resources Received	Signed	Date received	Date returned

## Pupil Acceptable Use Agreement



I will only use activities that an adult in school has told me or allowed me to use.

I will take care of the computer and other equipment.

I will return the equipment in the same condition that I received it.

I will return everything as soon as I return to school.

Signed (child): .....

## Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed

Date