

STAFF

Acceptable Use

Policy



COBHAM PRIMARY SCHOOL

Caring, Proud, Successful!

September 2020



THE EDUCATION
PEOPLE

Dear All Staff and Governors,

At Cobham Primary School we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff at Cobham Primary School take precautions to protect themselves both professionally and personally online. We request that all members of staff:

- Are conscious of their own professional reputation and that of the school when online.
- All members of staff are strongly advised in their own interests to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it.
- Content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences. This could have consequences including civil, legal and disciplinary action being taken.

- Are aware that as professionals, we must ensure that the content we post online does not bring the school or our professional role into disrepute and does not undermine professional confidence in our abilities.
- The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.

- All Staff be careful when publishing any information, personal contact details, video or images online.
- It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully.
- Ensure that the privacy settings of the social media sites you use are set appropriately.
- Consider if you would feel comfortable about a current or prospective employer, colleague, child in your care or their parent/carer, viewing or sharing your content. If the answer is no, consider if it should be posted online at all.

- Do not accept pupils (past or present) or their parents/carers as “friends” on a personal account.
- You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns.

- If you have a pre-existing relationship with a child or parent/carer or any other situation that may compromise this, speak to the Designated Safeguarding Lead/Headteacher Jacqui Saunders or Deputy Designated Safeguarding Lead Phil Burns.
- Always use a work provided email address or phone number to contact children and parents – this is essential to protect yourself as well as the wider community.
- If you are concerned about a child’s wellbeing or online behaviour, please speak to the Designated Safeguarding Lead/Headteacher Jacqui Saunders or Deputy Designated Safeguarding Lead Phil Burns.
- If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the Headteacher Jacqui Saunders and/or Chair of Governors Kate Cresswell.
- If you are unhappy with the response you receive, or do not feel able to speak to the Designated Safeguarding Lead/Headteacher Jacqui Saunders or Chair of Governors Kate Cresswell then we request you follow our Whistleblowing procedure
<https://cobham.kent.sch.uk/wp-content/uploads/2020/02/Whistleblowing-Policy.pdf>
- If you have any questions regarding online conduct expected of staff, please speak to the Designated Safeguarding Lead Jacqui Saunders.

Documents called “Cyberbullying: Supporting School Staff”, “Cyberbullying: advice for Headteachers and School Staff” and “Safer professional practise with technology” are available in the staffroom on the Safeguarding Noticeboard to help you consider how to protect yourself online.

Please photocopy them if you want or download the documents directly from:

- www.childnet.com/teachers-and-professionals/for-you-as-a-professional
- www.gov.uk/government/publications/preventing-and-tackling-bullying
- www.saferinternet.org.uk
- www.kscb.org.uk/guidance/online-safety

Additional advice and guidance for professionals is available locally through the Education Safeguarding Team or nationally through Professional Unions and/or the Professional Online Safety helpline www.saferinternet.org.uk/about/helpline

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school code of conduct could lead to disciplinary action; it is crucial that all staff understand how to protect themselves online.

Please speak to your line manager, the Designated Safeguarding Lead/Headteacher Jacqui Saunders if you have any queries or concerns regarding this.

Yours sincerely,

Jacqui Saunders
Headteacher

The principles and guidelines below set out the standards of behaviour expected of you as an employee of the school. If you are participating in online activity as part of your capacity as an employee of the school, we request that you:

- Be professional and remember that you are an ambassador for the school. Disclose your position but always make it clear that you do not necessarily speak on behalf of the school.
- Be responsible and honest and consider how the information you are publishing could be perceived
- Be credible, accurate, fair and thorough.
- Always act within the legal frameworks you would adhere to within school, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Be accountable and do not disclose information, make commitments or engage in activities on behalf of the school unless you are authorised to do so.
- Always inform your line manager, the designated safeguarding lead and/or the Headteacher of any concerns such as criticism or inappropriate content posted online.

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the schools' boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the school community are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

1. The school provides Wi-Fi for the school community and allows access for **education use only during the school day, but team members can access the wifi in the staffroom at breaktimes and after school when no child is present)**
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the School.
3. The use of ICT devices falls under Cobham Primary school's Acceptable Use Policy, online safety policy and behaviour policy which all pupils/staff/visitors and volunteers must agree to and comply with.
4. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. School owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: 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.
6. I will take all practical steps necessary to make sure that any equipment connected to the schools' service is adequately secure, such as up-to-date anti-virus software, systems updates.

7. The school's wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school's wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school's wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
9. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school's wireless service.
10. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
11. I will not attempt to bypass any of the schools' security and filtering systems or download any unauthorised software or applications.
12. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the Law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
13. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
 - I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead/Headteacher Jacqui Saunders or Deputy Designated Safeguarding Lead Phil Burns as soon as possible.
 - If I have any queries or questions regarding safe behaviour online, I will discuss them with the Designated Safeguarding Lead/Headteacher Jacqui Saunders or Deputy Designated Safeguarding Lead Phil Burns.

14. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with Cobham Primary School Wi-Fi Acceptable Use Policy.

Signed: Print Name: Date:

Social Networking Acceptable Use Policy

1. As part of the school's drive to encourage safe and appropriate behaviour online, I will support the school's approach to online safety. I am aware that Facebook is a public and global communication tool and any content posted may reflect on the school, its reputation and services.
2. I will not use the site/page/group to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
3. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Designated Safeguarding Lead/Headteacher Jacqui Saunders;
 - The Headteacher retains the right to remove or approve content posted on behalf of the school.
 - Where it believes unauthorised and/or inappropriate use of the Facebook or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.
4. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
5. I will follow the school's policy regarding confidentiality and data protection/use of images.
 - I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community.
 - Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school via school owned devices. Images taken for the sole purpose of inclusion on Facebook will not be forwarded to any other person or organisation.
6. I will promote online safety in the use of Facebook and will help to develop a responsible attitude to safety online and to the content that is accessed or created.

7. I will set up a specific account/profile using a school provided email address to administrate the site and I will use a strong password to secure the account.
 - The School Designated Safeguarding Lead - Jacqui Saunders and/or school management team will have full admin rights to the account.

8. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used. I will ensure content is written in accessible plain English.

9. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Designated Safeguarding Lead/Headteacher Jacqui Saunders or Deputy Designated Safeguarding Lead Phil Burns.

10. I will ensure that Facebook is moderated on a regular basis as agreed with the Designated Safeguarding Lead Jacqui Saunders.

11. I have read and understood the school online safety policy which covers the requirements for safe ICT use, including using appropriate devices and the safe use of social media.
 - I have ensured that the site has been suitably risk assessed and this use has been agreed by the Headteacher.

12. If I have any queries or questions regarding safe and acceptable practise online, I will raise them with the Designated Safeguarding Lead/Headteacher Jacqui Saunders or Deputy Designated Safeguarding Lead Phil Burns.

I have read, understood and agree to comply with Cobham Primary Social Networking Acceptable Use Policy

Signed: Print Name: Date:

Accepted by: Print Name:

Official Social Networking Acceptable Use Policy for Staff

1. As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to online safety. I am aware that the SEESAW/TAPESTRY APP is a public and global communication tool and that any content posted may reflect on the school, its reputation and services.
2. I will not use the SEESAW or TAPESTRY to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
3. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Designated Safeguarding Lead - Jacqui Saunders. The headteacher retains the right to remove or approve content posted on behalf of the school.
4. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
5. I will follow the school's policy regarding confidentiality and data protection/use of images.
 - This means I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community.
 - Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school via school owned devices. Images taken for the sole purpose of inclusion on the website will not be forwarded to any other person or organisation.
6. I will promote online safety in the use of and will help to develop a responsible attitude to safety online and to the content that is accessed or created. I will ensure that the communication has been appropriately risk assessed and approved by the Designated Safeguarding Lead Designated Safeguarding Lead/Headteacher Jacqui Saunders or Deputy Designated Safeguarding Lead Phil Burns prior to use.

7. I will set up a specific account/profile using a school provided email address to administrate the SEESAW/TAPESTRY APP and I will use a strong password to secure the account. Personal social networking accounts or email addresses will not be used.
 - o The school Designated Safeguarding Lead will have full admin rights to the SEESAW/TAPESTRY APP.
8. Where it believes unauthorised and/or inappropriate use of the SEESAW/TAPESTRY or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.
9. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
10. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Headteacher urgently.
11. I will ensure that the SEESAW/TAPESTRY APP is moderated on a regular basis as agreed with the school Designated Safeguarding Lead.
12. I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices and the use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the Headteacher.
13. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Designated Safeguarding Lead/Headteacher Jacqui Saunders or Deputy Designated Safeguarding Lead Phil Burns.

I have read, understood and agree to comply with the Cobham Primary School's Social Networking Acceptable Use policy.

Signed: Print Name: Date:
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Accepted by: Print Name: