

"Together we can achieve more"

Highfield Primary School



**Members of the
school community
Acceptable Use of
Technology Policy
2016**

This policy details the expectations regarding staff's use of technology at Highfield Primary School. The policy covers expectations for all staff and visitors of the school and contains three strands. This policy is to be adhered to during all school activities on and off the school site.

1. Safety

The main purpose of the policy is in regards to safeguarding and to ensure the safety of all pupils and the wider community of the school.

2. Privacy

We welcome and value each member of Highfield's community to their right to privacy and as such each member of the community is entitled to choose not to feature in photographs or videos recorded at the school, on and off site.

3. Protecting Highfield's Image

Use of technology at Highfield should not do anything which may cause any embarrassment to the school, the children, parents, carers, staff, visitors or members of the wider school community.

Changes to permissions

Any failure to adhere to this policy may lead to a withdrawal of permission to use certain technologies at the school for a set period of time.

Technology refers to computers, laptops, ipads, tablets, visualisers, photocopiers, cameras, scanners, telephones, mobiles, screens, software, hardware, accessories, internet, social media and any other technology equipment.

Staff Acceptable Use Policy

All members of the school community at Highfield Primary School are aware of the following expectations:

- All members of the school community understand that technology includes a wide range of systems, including computers, laptops, iPads, tablets, visualisers, photocopiers, cameras, scanners, telephones, mobiles, screens, software, hardware, accessories, internet, social media and any other technology equipment.
- All members of the school community understand that it is a disciplinary offence if there is a failure to meet expectations as set out in this policy.
- All Members of the school community will ensure they will not disclose any passwords provided to them by the school.
- All members of the school community understand that they are responsible for all activity carried out under their username.
- Staff, Governors and visitors will not install any hardware or software on any school owned device without the prior permission of a member of the senior leadership team, the computing leader or computing technicians.
- All members of the school community understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an E-safety incident should occur, staff will report it to the designated professional for Child Protection immediately.
- All members of the school community will use only the school's email / internet / intranet etc and any related technologies for uses permitted by the Head or Governing Body. If anyone is unsure about an intended use, they should speak to the Head beforehand.
- All members of the school community will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body. No passwords should be divulged and memory sticks should also be encrypted.
- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones or digital cameras must NEVER be used for taking any photographs during school activities on or off the school site.
- All members of the school community using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory or inappropriate.
- All members of the school community will use only the approved email system for school business.
- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use such publication.
- All members of the school community must adhere to the expectations set out in the photography and video policy.
- All members of the school community will make every effort to comply with copyright and intellectual property rights.
- All members of the school community will report any incidents of concern regarding staff use of technology and/or children's safety to the Head or to the designated Professional in line with our school's Safeguarding Policy.



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Staff Acceptable Use of Technology Policy 2016

Staff Technology Expectations Agreement Form

I acknowledge that I have read and will adhere to the expectations set out in the staff acceptable use of technology policy 2016.

Full Name _____

Signature _____

Date _____

Date of Policy: December 2016



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