

**Crowmarsh Gifford CE Primary School**  
**ICT/Computing Acceptable Use Policy**  
**Staff, Governor and Visitor**

This policy should be read in conjunction with the school Computing policy and the E-safety & Social Media policy. ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. The policy is designed to ensure that all staff, governors and visitors 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 Computing co-ordinator.

**School Network, Internet and Communication**

- The school's email/ Internet and any related technologies must only be used for professional purposes or for uses deemed 'reasonable' by the Head or Governing body. Personal use of the school network and the Internet is only permitted, when necessary outside of 'directed time'.
- ICT security systems must be complied with and any passwords provided by the school must not be disclosed.
- All electronic communications with pupils, parents, staff and governors must be compatible with the professional role. Personal addresses and telephone numbers of staff and pupils must not be given to anyone. It is expected that all communication will be polite and respectful of other people's views. The use of strong or inappropriate language is not allowed.
- Any incidents of concern regarding children's safety must be immediately reported to the Headteacher.
- Access to other user's files is only allowed with the relevant permission and the privacy of these files must always be respected.
- Pupils must not be allowed to access the Internet without the direct supervision of a member of staff. This includes break times, lunchtime and after school. All staff must ensure that the children are following correct procedures in line with the Acceptable Use Policy for Pupils.
- Portable storage devices should only be used when absolutely necessary. Ideally, any data transfer should occur via email or the school network.
- **USB sticks** should be avoided where possible. However if confidential information is to be held, the USB stick must be encrypted.
- Hardware and software should not be installed onto any school computers without permission of the Computing co-ordinator or Headteacher. Any material that could be considered offensive, illegal or discriminatory must not be downloaded, uploaded or distributed. All Internet use on any school computer or related technologies can be monitored and logged.
- Copyright and intellectual property rights must be respected.
- Adults working in the school must support the children to be safe and responsible when using any ICT and related technologies. See Acceptable Use Policy for Pupils.

**Website**

- The Crowmarsh Gifford CE Primary School website is maintained by the Computing co-ordinator and the Headteacher. The website will be checked regularly to ensure that there is no content that compromises the safety of children or staff.
- All staff must check the suitability of any work or photos submitted for the website.
- All staff must ensure that no children are named in photographs unless explicit parental consent has been given.

**Mobile phones and Photographs**

- Adults must not use their mobile phones when the children are present or in class areas (except before or after the working day or in the event of an emergency.)
- Adults are not permitted to take photographs of the children on their own personal devices. School cameras and iPads are available for use.

**Social Media**

- All adults in school must have read and agree to follow the E-safety & Social Media Policy

**Printers**

- The school printer is only to be used for the production of documents related directly to the school. If personal printing is, on occasions required, this should be appropriately paid for via the school office.

**Parents**

- Parents must be reminded before any event that any photographs taken should only be used for personal or family use and must not be placed on social networking sites. Providing permission has been granted by all parents, group photographs will be permitted.
- Parents must not place any photographs of staff on social networking sites.

Updated June 2017

**User signature**

I agree to follow this policy and support the safe use of ICT throughout the school.

Signature.....

Date.....

Full name.....(printed)

Job title.....