

USE OF INTERNET, TECHNOLOGY AND SOCIAL MEDIA STATEMENT FOR ALL SCHOOL STAFF

This statement should be read in conjunction with the Appropriate Use of Internet Policy, Computing Policy, GDPR/Data Protection Policy and Safeguarding Policy. Staff, Governors and Visitors should read and sign the 'Appropriate Use of Internet, Technology and Social Media Statement' annually.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Network activity and online communications on school equipment (both within and outside of the school environment) may be monitored, including any personal use of the school network. The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All school-based employees, including volunteers must:

- take responsibility for their own use of technologies and the internet, making sure that they are used legally, safely and responsibly.
- ensure that children and young people in their care are protected and supported in their use of technologies so that they can be used in a safe and responsible manner. Children should be informed about what to do in the event of an e-Safety incident.
- report any e-Safety incident, concern or misuse of technology to the member of SLT, including the unacceptable behaviour of other members of the school community.
- Only use school issued email addresses, mobile phones and cameras to take, save or send sensitive pupil data or images/video footages of students by employees unless specific written permission to use a personal device has been granted by the Head Teacher, for example, due to equipment shortages.
- ensure that all electronic communication with pupils, parents, carers, employees and others is compatible with their professional role and in line with school protocols.
- Not use personal technology (This includes, but is not limited to smart phones, Ipads, smart watches etc.) for personal use, in directed hours or in front of pupils.
- Not post online any text, image, sound or video which could upset or offend any member of the whole school community or be incompatible with their professional role.
- Understand that behaviour in their personal lives may impact upon their work with those children and young people if shared online or via social networking sites (this includes, but is not limited to written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others etc.).
- Not list Rowan Gate Primary School as their place of employment on any social media
- Obtain permission from SLT before posting anything that has reference to the school on social media – this should only be Rowan Gate account on FaceBook.
- protect their passwords/personal logins and log-off the network wherever possible when leaving work stations unattended.

However please note that:

- Use of obscene language, which harasses, insults or abuse to others is not permitted.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Closed discussion groups can be useful but the use of public chat rooms is not allowed.
- Staff are asked to use school computers to check Office 365 e-mail only and not personal e-mail such as Hotmail or Yahoo.
- Employees, who ignore security advice or use email or the internet for inappropriate reasons, risk dismissal and possible police involvement if appropriate.

Members of staff are reminded that they should not deliberately seek out inappropriate / offensive materials on the Internet and that they are subject to the LEA's recommended disciplinary procedures should they do so.

Staff should sign a copy of this Use of Internet, Technology and Social Media Statement and return it to the office.

Full name _____ post _____

Signed _____ date _____