



Staff Code of Conduct for Network and Internet Use – Acceptable Use Policy

The purpose of this Acceptable Use Policy Agreement is to provide clear information about safer working practice, keeping your personal and professional lives separate, keeping yourself safe when using electronic media and adopting behaviour that will protect you from putting yourself at risk.

To ensure that all Staff is fully aware of their professional responsibilities when using computers and on line systems in and out of school, they are asked to sign this code of conduct. Staff should consult the school's Online Safety Policy, Image Use Policy & Remote Learning Policy for further information and clarification.

Effective Practice

1. Set your privacy settings for any social networking site to ensure only the people you want have sight / access to the contents. Keep these regularly updated as some sites occasionally reset them. Most social networking sites are set to open access where anyone can see everything.
2. Where possible, ensure personal electronic equipment such as a mobile phone is password/PIN protected.
3. Make sure that any information about you that is publicly available that you are aware of is accurate (Google yourself to find what is publicly available). If you don't want it to be public, don't put it online. Ask for it to be removed.
4. Be mindful about how you present yourself when you are publishing information about yourself or having conversations online. Remember these may be referred to as 'chat' but they are written documents and should always be treated as such.
5. If you are unsure who can view online material, assume that it is publicly available. Remember - once information is online you have relinquished control of it. Other people may choose to copy it, to edit it, to pass it on and to save it.
6. Switch off or password protect any Bluetooth capability on personal electronic equipment. Bluetooth could allow another person to have access to your equipment.
7. Respect copyright and intellectual property rights

What I know and what I will do:

- I am familiar with the 1. Online Safety Policy; 2. Image Use Policy; 3. The Remote Learning Policy; 4. The Parent/Pupil acceptable Use Policy and I understand my responsibilities.
- I will not give my personal information to children/ young people or their parents/carers. This includes mobile phone numbers, social networking accounts, personal website/ blog URLs, online image storage sites, passwords.
- I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner (computers and tablets are school property).
- I will inform the designated Child Protection Officer in school about any encounters that worry me.
- I will ensure that my use of the network and information systems will always be compatible with my professional role.
- I understand that any online activity should not harass, harm, offend or insult other users.

- I understand that if/when using CC4 Anywhere (CITREX server) Remote Access from home, this will be appropriately and for its intended purpose.
- I will ensure that any personal or sensitive information I access (e.g. SIMs data, assessment data) is kept secure and used appropriately.
- I understand that school information systems and the Internet may be used for school and personal interests where these do not conflict with the ethos and interests of the school but not for any other private purposes, without specific permission from the Head teacher.
- I understand that the school may monitor my use of the Network and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate person.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. I will do so by using an encrypted device to ensure compliance with the Data Protection Act
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school following the flowcharts set out in the school Online Safety Policy
- I will ensure that any electronic communications with pupils/parents/carers are compatible with my professional role.
- I will promote online safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.
- I will promote the prevent strategy and help children's resilience to resist the influence of extremism and radicalisation.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images. Where these images are published and publicly accessible (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- When I use personal hand held/external devices (PDAs/laptops/mobile phones/USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using a PC.
- I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not mention school or school staff in relation to work on any social media sites.
- I will not use my personal mobile phone during lesson times or when children are present. It will be switched off unless special permission has been given.
- I will not take photographs or videos of pupils with any personal devices.
- I will make sure that any personal device that is brought onto the school site is my responsibility to ensure that these items contain nothing of an inappropriate nature.

Use of mobile phones – taken from School Safeguarding Policy 2021

Mobile phones have a place in settings, especially on outings when they are often the only means of contact available to settings and can be helpful in ensuring children are kept safe.

We will:

- Only use mobile phones appropriately, and ensure staff have a clear understanding of what constitutes misuse and know how to minimise the risk.
- Ensure the use of a mobile phone does not detract from the quality of supervision and care of children.
- Ensure all mobile phone use is open to scrutiny.
- Ensure staff are vigilant and alert to any potential warning signs of the misuse of mobile phones.
- Ensure staff are responsible for their own behaviour regarding the use of mobile phones and understand how to avoid putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations.
- Ensure the use of mobile phones on outings is included as part of the risk assessment, for example, how to keep personal numbers that may be stored on the phone safe and confidential.
- Adhere to the school policy on the recording of images and the use of equipment (Image Use Policy 2021)

Work mobile phones

To protect children, we will ensure that the work mobile:

- Is only used by allocated people.
- Is protected with a password/ PIN and clearly labelled.
- Is stored securely when not in use.
- Is not used in areas such as toilets, changing rooms, nappy changing areas and sleep areas.

Personal mobile phones

To protect children, we will ensure that personal mobiles:

- Within classrooms personal mobile devices are stored securely in lockers/drawers or bags, switched off whilst staff are on duty.
- Are not used to take pictures of the children attending the setting or that images are not shared.
- Will not be used to take photographs, video or audio recordings in our setting.
- Are not used to contact parents or children – exception will only be by agreement with the SLT.

Visitors are not permitted to use mobile phones or other camera/ internet enabled devices without the express permission of the Headteacher.

I have read, understood and agree with the School's Code of Conduct.

Signed: Printed: Date:

Accepted for use in GMIS: Capitals: