WESTFIELD PRIMARY SCHOOL

Computing Acceptable Use Policy

This Policy was reviewed by K Beattie

July 2023

Review: July 2024

Safeguarding and Child Protection Lead:	Julia Findlay (DSL)
Online Safety Lead:	Kate Beattie

Westfield Primary School
Computing Acceptable Use Policy

Computing and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of computing. All staff are expected to sign this policy and adhere to its contents at all times. Any concerns or clarification should be discussed with Kate Beattie, Computing Lead or a member of the school senior leadership team.

➢ I appreciate that computing includes a wide range of systems, including mobile phones, tablets, digital cameras; email, social networking and that ICT use may also include personal computing devices when used specifically for school business.

➢ I understand that it is a criminal offence to use a school computing system for a purpose not permitted by its owner.

➢ I will only use the school's email/internet/remote access and any related technologies for professional purposes, or for uses deemed 'reasonable' by the Head or Governing Body.

➢ I will comply with the computing system security and not disclose any passwords provided to me by the school or other related authorities.

➢ I understand that I am responsible for all activity carried out under my username.

➢ The person logged on to a computer will be considered to be the person using it. For this reason you should always log out or lock your computer when you are not using it.

➢ I will only use the approved, secure email system(s) for any school business.

➢ I will ensure that all electronic communications with parents, pupils and staff, including email and social networking, are compatible with my professional role and that messages cannot be misunderstood or misinterpreted. Any doubts or concerns about this should be queried with a member of SLT.

➢ I will ensure that personal data (such as data held on Scholarpack) is kept secure and is used appropriately, whether in school or accessed remotely. Personal data should only ever be taken out of school or accessed remotely when authorised by the Head teacher or Governing Body.

➢ I will only take images of pupils and/or staff for professional purposes in line with school policy, using school devices. I will not distribute images outside the school network without the permission of the Headteacher.

➢ I will not install any hardware or software without the permission of the Headteacher.

➢ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. This is monitored via an in school filtering system by the Headteacher, school safeguarding lead and computing lead.

➢ I will respect copyright and intellectual property rights.

➢ I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.

➢ I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

➢ I will support the school's Online Safety policy and help pupils to be safe and responsible in their use of computing and related technologies. I will promote Online Safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

➢ I will report any incidents of concern regarding children's safety following the school's safeguarding and child protection policy and procedures.

➢ I understand that sanctions for disregarding any of the above will be in line with the school's disciplinary procedures and serous infringements may be referred to the police.

➢ I understand that all my activity on school devices is monitored using Sensocloud and moderated by Julia Findlay, Lead DSL.

User Signature

I agree to follow the code of conduct outlined in this policy and to support the safe use of computing throughout the school.

Full Name…………………………………………………………………………… (Printed)

Job title……………………………………………………………………………

Signature………………………………………………… Date………………………….