Moorlands Primary School
High Expectations, High Achievements, Challenge and Enjoyment for All

Acceptable Use Policy for School Staff March 2022

I confirm that I will use all electronic communication equipment provided to me by Moorlands Primary School, and any personal devices which I use for school activity in a responsible manner and in accordance with the following guidelines:

- Any content I post online (including outside school time) or send in a message will be professional and responsible and maintain the reputation of Moorlands Primary School
- To protect my own privacy I will use a school email address and school telephone number as contact details for pupils and their parents
- If I use any form of electronic communication for contacting pupils or parents I will use Moorlands Primary School's system, never a personal account
- I will only use my personal mobile phone and/or wearable device during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of the Headteacher
- I will never use my personal mobile phone or other personal electronic equipment to photograph or video pupils
- Taking photographs and videos will only be done with the permission of pupils and/or their parents for agreed school activities
- I will take all reasonable steps to ensure the safety and security of school IT equipment which I take off site
- I will take all reasonable steps to ensure that all personal laptops and memory devices are fully virus protected and that protection is kept up to date
- I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded
- Confidential school information, pupil information or data which I use will be stored on a device which is encrypted or protected with a strong password
- Computers will be fully logged off or screen locked before being left unattended
- I understand that I have the same obligation to protect school data when working on a computer outside school
- I will report immediately any accidental loss of confidential information so that appropriate action can be taken
- I understand that Moorlands Primary School may monitor or check my use of IT equipment and electronic communications
- I understand that by not following these rules I may be subject to Moorlands Primary School's disciplinary procedures
- I will follow school policy on compliance with the General Data Protection Regulations (GDPR). In particular:
- Confidential school information, pupil information or data which I use will be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.

- I will conform with the following for video conferencing /Webcams in teaching and learning and during meetings:
- 1:1 online interventions on Teams must be in school time and be recorded for safeguarding purposes.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- The live class should be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, at a reasonable time of day/during the school day or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background
- I adhere to all the computing policies including: Mobile phone policy
Social networking and Online safety

Name:………………………………………………………………………………………………..……….

Signed:………………………………………………………………………………………

Date: ………………………………………………………………………………………………….

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
Mrs Freeman	February 2017	January 2018	February 2017
David Charlesworth	March 2018	March 2019	March 2019
Mr Charlesworth and Mr Parkin	April 2020	April 2022	April 2020
Mr Charlesworth and Mr Parkin	May 2022	May 2024	May 2022