	Effective Date :	20 January 2020
	Last modified :	24 January 2020
	Document no :	SP 03.06/007
	Replaces Version :	17/01/2019

SCHOOL POLICY **Acceptable Use & Social Media Policy – Staff** For all staff, governors and external contractors accessing the school network on site or remotely	Approved: Strategic Planning 30 January 2020	Page **1** of **9**

Table of Contents

Aims

Woodford County High School is committed to providing Staff with access to appropriate, up-to-date ICT resources to support and enrich learning, the acquisition of skills and personal development.

WCHS promotes the positive use of technology in school and assists in developing pupil's knowledge and understanding of digital devices and the Internet. We ensure that our school IT network is robust and resilient and staff have a duty of care to safeguard pupils when using technology in school.

Effective Date :	20 January 2020
Last modified :	24 January 2020
Document no :	SP 03.06/007
Replaces Version :	17/01/2019

Woodford County
High School for Girls

SCHOOL POLICY

Acceptable Use & Social Media Policy – Staff
For all staff, governors and external contractors accessing the school
network on site or remotely

| Approved: Strategic Planning 30 January 2020 | Page **2** of **9** |

This suite of Acceptable Use & Social Media Policies [(i) Students, ii) Parents, iii) Staff] exists to ensure that all users are familiar with expectations which are designed to ensure safe ICT usage for everyone in the school community and promote positive and responsible network and Internet behaviour.

The AUP covers the following legislations:

Statutory Requirements

UK Data Protection Legislation (GDPR) 2018
Malicious Communications Act 1998
Computer Misuse Act 1990
Communications Act 2003
Sexual Offences Act 2003

All Staff using ICT equipment within the school must ensure that they have read, signed and abide by the Acceptable Use Policy as set out below.

Summary of undertaking

The school's ICT systems and network cannot be regarded as private, and user accounts could be subject to random monitoring. They should be used primarily for school purposes but **occasional** personal use is permitted. All ICT activities must conform to the norms of moral decency and not contravene ICT or other relevant legislation. Internet access is subject to website filtering (Smoothwall) and all sites visited are monitored and logged.

In the context of all Policies the term 'Staff' includes any and all contracted staff, Governors, visitors, volunteers or companies employed by Woodford County High School and using resources supplied by Woodford County High School.

The use of Woodford County High School's PCs and networked resources is a privilege, not a right. Inappropriate use, including violation of this policy, may result in cancellation of this privilege or disciplinary action, including termination of employment.

Using Technology in School

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-Safety in my work with young people

		Effective Date :	20 January 2020
		Last modified :	24 January 2020
		Document no :	SP 03.06/007
		Replaces Version :	17/01/2019

Woodford County
High School for Girls

SCHOOL POLICY

Acceptable Use & Social Media Policy – Staff
For all staff, governors and external contractors accessing the school network on site or remotely

Approved:
Strategic Planning
30 January 2020

Page **3** of **9**

- I understand that the rules set out in this agreement also apply to use of school ICT systems out of school (e.g. remote access, laptops, e-mail, mobile devices online apps etc.)
- I will ensure that personal data is stored securely and or destroyed in line with UK Data Protection Legislation (GDPR) 2018. I will follow school policy with regard to external logins, encrypted data and not store school material on personal Unencrypted USB's or IT equipment

- When I use a personal mobile device (PDAs , desktop/laptop computers ,digital cameras, video cameras, mobile phones, camera phones, USB devices, etc.) in school, I will follow the rules set out in this agreement and the ICT Bring Your Own Device (BYOD) Policy, in the same way as if I was using school equipment. 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, are password protected and where necessary store data in an encrypted form.   I will never store Personal or sensitive personal information about staff or students onto my personal device (please refer to the Schools Data Protection Policy SP 08.08.004)

Security, Password and Data Protection

Security
- Never attempt to access files or programs to which you have not been granted access to. Attempting to bypass security barriers may breach data protection regulations and such attempts will be considered as hack attacks and will be subject to disciplinary action.
- You should report any security concerns immediately to a member of IT staff
- If you are identified as a security risk to the School's ICT facilities you will be denied access to the systems and be subject to disciplinary action.

Passwords
- Never share your password with anyone else or ask others for their password.
- When choosing a password, choose a word or phrase that you can easily remember, but not something which can be used to identify you, such as your name or address. Generally, longer passwords are better than short passwords, schools policy will require a minimum of eight characters and you will be prompted to change this every 90 days
- If you forget your password, inform the ICT department immediately.
- If you believe that someone else may have discovered your password, then change it immediately and inform a member of the ICT department.

Effective Date :	20 January 2020	
Last modified :	24 January 2020	
Document no :	SP 03.06/007	
Replaces Version :	17/01/2019	

Woodford County
High School for Girls

SCHOOL POLICY

Acceptable Use & Social Media Policy – Staff
For all staff, governors and external contractors accessing the school
network on site or remotely

Approved:
Strategic Planning
30 January 2020

Page **4** of **9**

Data Protection

I will ensure that personal data and sensitive personal data is stored securely and in line with the UK Data Protection Legislation (GDPR) and the schools Data Protection Privacy Notices. I will follow school policy with regard to external logins, encrypted data and not store school material on personal IT equipment. I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School's Data Protection Privacy Notices. Where personal data is transferred outside the secure school network, it will be encrypted.

- I will not send confidential or sensitive information to printers located in open access areas such as class rooms
- I will only give out personal information ("sensitive" or otherwise) in the performance of my duties.
- I will not send sensitive personal information via e-mail or post without suitable security measures being applied (as per Data Protection Privacy Notices)
- I will ensure that sensitive data, both paper and electronic, is disposed of properly, e.g. paper copies are shredded and data storage devices are physically destroyed when they are no longer needed.
- I must comply with the requirements of the UK Data Protection Legislation, Computer Misuse Act 1990, Copyright Designs and Patents Act 1988 and the Telecommunications Act 1984
- I will ensure that I lock my PC when I am out of the room.

Personal Contact Information

- I will not share my personal contact information (home address, phone number, mobile number, personal social networking details or email address) with current pupils. I accept that pupils may find these details out, and that any contact should be logged and either not reciprocated, or replied to in line with school policies. I should be responsible and aware of my professional responsibilities and school policies if I supply any personal details to parents.

Media files (Photographs & Video)

- My ICT activity will be consistent with professional standards of conduct and social interaction and with ICT and other relevant legislation
- Photographs of staff, pupils and any other members of the school community will not be used outside of the internal school IT network unless written permission has been granted by the subject of the photograph or their parent/guardian. I will ask the permission of the Head Teacher (on site) or the proprietor of the building (off site) prior to taking any photographs

		Effective Date :	20 January 2020
		Last modified :	24 January 2020
		Document no :	SP 03.06/007
		Replaces Version :	17/01/2019

Woodford County
High School for Girls

SCHOOL POLICY

Acceptable Use & Social Media Policy – Staff
For all staff, governors and external contractors accessing the school network on site or remotely

Approved:
Strategic Planning
30 January 2020

Page **5** of **9**

- I will ensure that when I take or publish images of others I will do so with their express permission and in accordance with the school's policy on the use of digital and video images
- I **will not** use my personal equipment to record images, unless I have express permission to do so. Where these images are published (e.g. on the school websit it will not be possible to identify individuals by name or by any other personal information
- I understand that images taken whilst undertaking Woodford County High School duties, taken on personal equipment remains the intellectual property of Woodford County High School. Staff must use a school-allocated memory card in any camera (personal or school owned) available from a member of the IT dept.
- I will follow school policy in respecting the wishes of parents who do not want photographs of their daughter to be used

Video Conferencing

- I will ensure that students who take part in video-conferences (where recording is requested) is done so with the permission of their parent.
- I will update the Video Conference logbook and record all video conferences, including date, time and whom the conference was with
- I understand that due to copyright, intellectual property and privacy laws no video conference should be recorded in any medium without the written permission of those taking part
- I will ensure that students are always supervised by a member of staff when using video conferencing equipment
- I will ensure that the video conferencing equipment is never set to auto-answer and the unit will only be turned on for scheduled conferences
- I am aware that not all participants in conferences offered by 3rd party organisations may be DBS checked

Internet Access

When using the internet in my professional capacity or for school sanctioned personal use I understand that:

- **all Internet activity is logged and actively monitored** and is stored (for at least 2 months) and usage reports can be made available to SLT in the event of allegations of misconduct
- In reviewing and monitoring user accounts Woodford County High School IT Staff will respect the privacy of user accounts. All messages sent over the Woodford County High School's network are the property of Woodford County High School

	Effective Date :	20 January 2020
	Last modified :	24 January 2020
Woodford County High School for Girls	Document no :	SP 03.06/007
	Replaces Version :	17/01/2019
SCHOOL POLICY **Acceptable Use & Social Media Policy – Staff** For all staff, governors and external contractors accessing the school network on site or remotely	Approved: Strategic Planning 30 January 2020	Page **6** of **9**

I will:

- watch for accidental access to inappropriate materials and report any offending site to the Network Manager or ICT technicians so that action can be taken
- check copyright before publishing any work and ensure that any necessary permissions are obtained
- report any breaches of the school's internet policies
- ensure that I have permission to use the original work of others in my own work
- not search for, view, upload, download or access any materials which are considered illegal offensive, defamatory or copyright infringing (child sexual abuse images, criminally racist material, adult pornography - covered by the Obscene Publications Act) or other material which is inappropriate or may cause harm or distress to others
- not use any programs or software that might allow me to bypass the filtering or security systems in place to prevent access to such materials
- not download or distribute copies (including music and videos) of work that is protected by copyright

Email and Webmail via Office 365

Email is regarded as an essential means of communication and the school provides all members of the school community with an e-mail account for school based communication. Communication by email between staff, pupils and parents will only be made using the school email account and should be professional and related to school matters only. E-mail messages on school business should be regarded as having been sent on headed notepaper and reflect a suitable tone and content and should ensure that the good name of the school is maintained.

The sending or receiving of messages which contain material that is sexist, racist, unethical, illegal or likely to cause offence should not take place.

Remember when sending an email:

- Be Polite - never send or encourage others to send abusive messages.
- Use appropriate language - remember that you are a representative of the School on a global public system. What you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language.
- Remember that any personal information in an e-mail is potentially disclosable to the individual concerned. If the recipient finds the content offensive, I understand that it could result in legal action against me directly.

	Effective Date :	20 January 2020
	Last modified :	24 January 2020
	Document no :	SP 03.06/007
	Replaces Version :	17/01/2019

Woodford County
High School for Girls

SCHOOL POLICY

Acceptable Use & Social Media Policy – Staff
For all staff, governors and external contractors accessing the school
network on site or remotely

Approved:
Strategic Planning
30 January 2020

Page **7** of **9**

- 'Netiquette' should be observed on all occasions. E-mail should not be considered as a private method of communication and great care should always be taken over content because of the possibility of public scrutiny
- Do not reveal any personal information about yourself or anyone else, especially home addresses, personal telephone numbers, usernames or passwords. Remember that electronic mail is not guaranteed to be private.
- Consider the file size of an attachment, files exceeding 1MByte in size are generally considered to be excessively large and other methods to transfer such files should be considered.
- Only communicate with students and parents (or carers) using official school systems which can be monitored
- Immediately report any illegal, inappropriate or harmful material or incident of which you become aware to the Network Manager or Head Teacher.
- Do not download or open file attachments unless you are certain of both their content and origin. File attachments may contain viruses that may cause loss of data or damage to the School network.
- Never create or forward text which is offensive, abusive, libellous or designed to incite hatred against any ethnic, religious or other minority
- Never send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes
- School will set clear guidelines about when pupil-staff communication via email is acceptable and staff will set clear boundaries for pupils on the out-of-school times when emails may be answered
- As part of the curriculum pupils are taught about safe and appropriate use of email. Pupils are informed that misuse of email will result in a loss of privileges.
- Be aware that responsible use of personal web mail accounts on school systems is permitted outside teaching hours

Social Media

- I will be mindful in my use of social media not to bring the school or my profession into disrepute by posting unsuitable comments or media.
- I will not use social media tools to communicate with current or former pupils under the age of 18.
- I will only use authorised school social media accounts to post information to pupils or parents

	Effective Date :	20 January 2020
	Last modified :	24 January 2020
	Document no :	SP 03.06/007
	Replaces Version :	17/01/2019

Woodford County High School for Girls

SCHOOL POLICY

Acceptable Use & Social Media Policy – Staff
For all staff, governors and external contractors accessing the school network on site or remotely

Approved:
Strategic Planning
30 January 2020

Page **8** of **9**

- I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos, of pupils, parents or staff on social media or websites in any way which might bring the school into disrepute.
- I understand the damage that could potentially be done to both my own and the school's professional reputations by inadvertently allowing students and parents free access to the contents of my personal Social Media accounts, and will therefore ensure that privacy controls are set at the appropriate levels for each personal Social Media account that I have
- I will not become "friends" with current students or their parents using my personal Facebook account
- I will not "follow" current students or their parents using my personal Facebook, Twitter or Instragram accounts
- I will apply similar control and consideration to any other existing or new and emerging personal Social Media accounts
- I will ensure that any private social networking sites, websites or blogs etc. that I create or actively contribute to, are not confused with my professional role in any way

Mobile Technologies

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode when I have directed time with pupils.
- I will not (other than under exceptional circumstances) contact any parents or pupils using my personally-owned device.
- I will not use any personally-owned mobile device to take images, video or sound recordings.
- In line with the Bring Your Own Device (BYOD) policy, I will ensure that all school data on personal devices is password protected and that I have agreed for the IT support staff to erase and wipe data off my device, if it is lost and/or as part of my exit strategy.

Review

The policy will also be reconsidered where particular concerns are raised, where an e-safety incident has been recorded or to incorporate issues raised by emerging technologies.

This policy will be monitored regularly with a full review being carried out annually by the Governing Board.

Questions

If you have any questions about this present statement of policy, please contact the School Business Manager, Woodford County High School, High Road, Woodford Green, Essex, IG8 9LA.

	Effective Date :	20 January 2020
	Last modified :	24 January 2020
	Document no :	SP 03.06/007
	Replaces Version :	17/01/2019

Woodford County
High School for Girls

SCHOOL POLICY

Acceptable Use & Social Media Policy – Staff
For all staff, governors and external contractors accessing the school network on site or remotely

Approved:
Strategic Planning
30 January 2020

Page **9** of **9**

Acceptable Use Policy Agreement Form: Staff

I understand that I am responsible for my actions in and out of school. I will make sure that my Internet presence does not bring the teaching profession into disrepute and that I behave online in line with the Teacher Standards (2012) and other guidelines from the D of E.

I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.

I understand that if I fail to comply with this Acceptable Use Policy, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and or the Local Authority and in the event of illegal activities, and the involvement of the police.

I have read and understand the above and agree to use the school ICT systems within these guidelines.

Name: _____

Signature: _____

Department_____ Date: __/___/____