



Love Care Respect

*To aspire to being outstanding in everything we
do, by always aiming higher.*

**"Let your light shine in all you say and do."
Matthew 5:16**

Acceptable use of technology policy

Introduction

Aims

The aim of this policy is to provide guidance for school governors, teachers and support staff in using social media responsibly.

Rationale

Social media is a type of interactive online communication that allows parties to communicate instantly with each other to share information in a public forum. There are various online technology tools that enable people to engage in social media.

At Wylve Valley Primary School, we understand the importance of social media in many people's lives and that it is undoubtedly a major form of communication for many. Whilst there are many benefits in using social media, we are aware that all staff and governors must maintain a professional online presence to uphold their own professional standing as well as the reputation of the school and its stakeholders.

This policy is designed to provide guidance to those who use social media in their personal time, either at home or during an authorised break.

Related Documents

This policy has been written using Wiltshire Council's Model Policy on Personal Use of Social Media by Teaching and Support Staff in Schools. It is to be used in conjunction with the Online Safety policy.

In addition, employees' job descriptions may contain requirements relating to their conduct. Professional codes of conduct, such as the Teachers' Standards also apply.

Who does it apply to?

This policy applies to all permanent, temporary and casual employees of our school. It also applies to members of the governing body. For the rest of this document the term 'school staff' covers all of the above.

When does it apply?

This policy applies at all times (including personal time when not in school) when school staff are using social media sites in a personal capacity.

Main Points

- In school, social media should only be used during authorised break times.
- School staff should set their social media profiles to the highest privacy settings, ensuring that the content they post is not public. These settings must be reviewed regularly.
- School staff should not include their workplace and/or job title to their profile – being aware that this will make them more at risk of unwanted communications.
- School staff should always consider who can see what is posted and how it could be interpreted.
- School staff should not 'add', 'befriend' or make contact through social media websites with pupils, past or present, at Wylde Valley Primary School. Where a member of school staff feels that there are exceptional circumstances (for example, family friends) the Head Teacher must be informed.
- If there are uncertainties about whether something is appropriate to post, advice can be sought from the Head Teacher, Rob Barnes. If he is unavailable, the Deputy Designated Safeguarding Lead, Amanda Beeden, will give advice.
- Where there is a cross over between personal and professional life, staff should be aware of possible implications and consequences if using social media with parents and the above points should be adhered to.

Roles and responsibilities

Rob Barnes is the staff member responsible for E-safety. Tessa Bucknall is the nominated Governor for safeguarding. Rob Barnes, the Head Teacher, is the Designated Safeguarding Lead with the Deputy Designated Safeguarding Lead, Amanda Beeden.

The Head Teacher is not expected to monitor personal use of social media by staff. However, if a matter relating to inappropriate use of social media is brought to their attention they are responsible for looking into the matter in line with the relevant school and local authority policies, taking into consideration the factors outlined above.

The E-safety/Computing coordinator will arrange staff and parent E-safety training. They will also update this and other relevant policies.

How the school protects itself

The school will monitor social websites in the same way as it monitors other media channels (e.g. local press) for relevant content about the school. The school will not routinely monitor the webpages that an employee can access from their school laptop, however, full logs are retained and can be accessed as part of a genuine investigation.

The school does not monitor an employee's personal social media pages without reason. However, as with any allegation of misconduct, the school will investigate where breaches of this policy are brought to its attention by any means (e.g. members of the public, employees, pupils/students).

Investigations which involve social media content

Any investigation which involves social media content will take into consideration:

- the intent of the content
- the 'moral intensity' of the content – what damage has been done

- the management time taken to resolve the issue
- the 'impact' on work colleagues, the public status of the school, morale etc.
- the individual's right to freedom of expression (provided it is not discriminatory, damaging, malicious or libellous)

Inappropriate content posted on social media sites either during, or outside of work time, may lead to either informal or formal disciplinary action. Serious breaches of this policy, for example incidents of bullying of colleagues, discriminatory behaviour or social media activity causing damage to the school, may constitute gross misconduct and lead to summary dismissal. Social media content which proves employees have breached other school policies may be used in disciplinary investigations relating to these matters.

Laptop and tablet Policy for School Staff

1. The laptop or tablet remains the property of Wylve Valley Primary School.
2. If a laptop or tablet is allocated to a named member of staff it will be their responsibility. If another member of staff borrows it, the responsibility still stays with the member of staff allocated. Only Wylve Valley Primary School staff should use the laptop/tablet.
3. On the staff member leaving the school's employment, the laptop/tablet will need to be returned to Wylve Valley Primary School. Staff on extended leave of 4 weeks and over should return their laptop/tablet to the school (other than by prior agreement with the Head Teacher).
4. The laptop/tablet must not be left in an unattended car.
5. The laptop/tablet must not be taken abroad, other than as part of a school trip and its use agreed by prior arrangement with the Head Teacher with evidence of adequate insurance.
6. Any software/applications loaded must not affect the integrity of the school network.
7. If any removable media is used then it must be checked to ensure it is free from any viruses.
8. It will be the responsibility of the member of staff to ensure virus protection software that has been installed on the laptop/tablet is kept up-to-date.
9. Staff should not attempt to significantly alter the device settings other than to personalise their desktop working area.
10. If any fault occurs with the laptop/tablet, it should be referred immediately to the Computing Subject Leader.

Acceptable Use Agreement for Staff

1. I will use all ICT equipment issued to me in an appropriate way. I will not:
 - Access offensive website or download offensive material.
 - Make excessive personal use of the Internet or e-mail.
 - Copy information from the internet that is copyright or without the owner's permission.
 - Place inappropriate material onto the Internet.
 - Will not send e-mails that are offensive or otherwise inappropriate.
 - Disregarded my responsibilities for security and confidentiality.

- Download files that will adversely affect the security of the laptop and school network.
 - Access the files of others or attempt to alter the computer settings.
2. I will only access the system with my own name and registered password, which I will keep secret.
 3. I will change my password immediately and inform the Computing Subject Leader, as soon as possible, if I know my password is no longer secret.
 4. I will always log off the system when I have finished working.
 5. I understand that the school may, in line with policy, monitor the Internet sites that I visit.
 6. If I use removable media, I will ensure that this has been carefully checked to ensure it is free from any type of virus.
 7. I will always adhere to the Wylve Valley Primary School Online Safety policy.
 8. I will not open e-mail attachments unless they come from a recognised and reputable source. I will bring any other attachments to the attention of the Computing Subject Leader.
 9. I will report immediately to the Head Teacher any inappropriate material or messages received.
 10. I understand that a criminal offence may be committed by deliberately accessing internet sites that contain certain illegal material.
 11. Activity that threatens the integrity of the school Computing systems, or activity that attacks or corrupts other systems, is forbidden.
 12. I understand that if I do not adhere to these rules, my network access will be suspended immediately, my laptop/tablet removed and that other disciplinary consequences may follow.

Name.....

Signature:

Date:

This policy will next be reviewed in October 2023.