

WILLOW LANE COMMUNITY PRIMARY SCHOOL

ACCEPTABLE USE POLICY - AUP



Mission Statement

We believe in the power of education to transform lives. We 'teach to the heart' in order to engage, excite and create happy and resilient learners. We make learning relevant and real through using our outdoor spaces as well as experiences beyond the school gate. An education at Willow Lane, prepares our children academically, socially and morally for the next stage of their learning.

Date written	November 2016 & updated February 2019.
Written by:	Mel MacKinnon with Teacher Input
Date approved by staff:	February 2019
Date Formally Approved by Governors	20 th March 2019
Date Policy became effective	February 2019
Review Date	February 2021
Date added to Website:	February 2019

INTRODUCTION:

The AUP – Acceptable Policy – relates to the use of technology and should be read in conjunction with the Staff Handbook (Code of Conduct).

ICT in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff members and Governors are aware of their individual responsibilities when using technology and must adhere to this AUP at all times. Any concerns or clarification should be discussed with the Headteacher.

All Staff, Governors and visitors...

- understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- understand that it is a disciplinary offence to use the school ICT equipment, including email and cameras, for any purpose not permitted by its owner.
- using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- will only use the school's email / internet / intranet etc and any related technologies for uses permitted by the Head or Governing Body.
- will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body. No passwords should be divulged.
- understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices.
- will not install any hardware or software on any school owned device without the permission. At Willow Lane this is done by the Technician from Tech Hub.
- know that personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones should not be used in the presence of children.
- must never use their own phone for taking any photographs related to school business. There are school digital cameras for eg trips. Personal cameras may be used eg Sports Day with school SIM cards kept in school.
- know images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. On joining school, our parents are asked to sign if they agree to their children's images being used.
- must only use photos of children in accordance with parents' agreement. At our school parents give permission for photos to be taken and used in wider environment eg website, taken and used internally eg displays or not taken at all. It is adults' responsibility to know who can have images taken, used and shared.
- must only use photos in accordance with the school's data protection policy and GDPR.
- know photography by parents at school events, such as sports days and school productions, is allowed with the proviso that no images are shared without the permission of all in the image.
- will make every effort to comply with copyright and intellectual property rights.
- will report any incidents of concern regarding staff use of technology, E-Safety and/or children's safety to the DSL (Mel MacKinnon, Sarah Fish or Kirsty Banks) in line with our school's Safeguarding Policy.