



JOHN 10:10 LIFE IN ALL ITS FULLNESS



# Acceptable use of Technology

June 2023

Reviewed by	Approved by	Date Approved	Next Review Date
Headteacher / FGB	Headteacher / FGB	04/07/2023	03/07/2026

## Introduction

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 at Albourne C.E.

Primary School are aware of the following responsibilities:

- All Staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops, and tablets.
- All staff, Governors and visitors understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No staff, Governors or visitors will disclose any passwords provided to them by the school.
- All staff, Governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Governors, and visitors will not install any hardware or software on any school owned device without the Head's permission.
- All staff, Governors and visitors 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. If an E-safety incident should occur, staff will report it to the Senior or Deputy Designated Professional for Child Protection as soon as possible.
- All staff, Governors and visitors will only use the school's email / internet / intranet etc and any related technologies for uses permitted by the Head or Governing Body. If anyone is unsure about an intended use, they should speak to the Head beforehand.
- All staff, Governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body. No passwords should be divulged. Memory sticks used for reports must be encrypted, as supplied by the school.
- Personal devices must only be used in the context of school business with the explicit permission of the Head, each class has an iPad specifically for this purpose. These school devices must not be used for personal use.

- All staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal, or discriminatory.
- All staff, Governors and visitors will only use the approved email system for school business.
- Images will only be taken, stored, and used for purposes within school unless there is parental permission for alternative use. Upon starting school, our parents are asked to sign if they agree to their children's images being used on our website or in the local press. If a parent does not agree to this, we ensure that their child's photograph is not used. Filming by parents and the wider community at school events, such as sports days and school productions, are not allowed. Where permission is given for photography, images are not to be shared on social media.
- All staff, Governors and visitors will make every effort to comply with copyright and intellectual property rights.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Head or the Deputy Designated Professional in line with our school's Safeguarding Policy.

**I acknowledge I have received a copy of the Acceptable Use Of Technology Code of Conduct.**

**Full Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_