ACCEPTABLE USE OF TECHNOLOGY

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Approved on:	
Signed on behalf of Governing Body:	
Role:	
Next review date: (biannually)	September 2023

Introduction

Technologies in its many forms – internet, email, mobile devices and internet safety – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at Smith's Wood Primary Academy 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.

- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business. School cameras should 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. At the start of each year, our parents are asked to sign if they agree to their children's images being used in our brochure or in the local press. If a parent does not agree to this, we ensure that their child's photograph is not used. Filming and photography by parents and the wider community at school events, such as sports days and school productions, is allowed. Parents and carers will be reminded that these images should not be distributed.

- 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.

Acceptable Use of Technology for Pupils

All pupils at Smith's Wood Primary Academy are aware of the following responsibilities:

- Personal devices must not be used in the school without the explicit permission of the Head – this will include the use of wearable technology as stated in our Mobile and Smart Technology policy. School equipment should not be used for personal use. Pupils should not be using school equipment unless advised to do so by a member of staff. No photos should be taken by pupils unless specified otherwise for school related work.
- All pupils using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Pupils will report any offensive/inappropriate content to a member of staff immediately.
- When given a password for the use of school equipment, pupils will ensure this remains private and secure, as well as ensuring that all equipment is correctly logged out after use. Pupils to report any security concern immediately to a member of staff.
- Pupils will ensure that all equipment is treated correctly and no misuse occurs, pupils will report any damaged equipment to a member of staff.