



# Acceptable Use Policy

Policy Written by/date: Date Ratified by Governors:	Signed/Date: Chair or Vice Chair	Policy due for review:
Terry Hollowell:School Business Manager September 2015		September 2016

**This Policy is linked to the following School Policies and/or Procedures**

Curriculum Policies	School Policies	School Business/Finance Policies
<ul style="list-style-type: none"> <li>• Curriculum</li> <li>• SEN</li> <li>• English (incl Library)</li> <li>• Art</li> <li>• DT</li> <li>• Forest Schools</li> <li>• Humanities</li> <li>• Maths</li> <li>• P.E</li> <li>• PSHE</li> <li>• ICT/Computing</li> <li>• R.E</li> <li>• Collective Worship</li> <li>• Science</li> <li>• Sex and Relationship Education (SRE)</li> <li>• Careers</li> <li>• Post 16 (inc Consortium)</li> <li>• Communication</li> <li>• ASD</li> <li>• Music</li> <li>• School Council</li> <li>• Spiritual, Moral, Social and Cultural/British Values</li> <li>• Teaching and Learning</li> <li>• Conductive Education</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection and Safeguarding</li> <li>• Inclusion</li> <li>• SEN Report</li> <li>• Appraisal</li> <li>• Positive Intervention</li> <li>• Prospectus</li> <li>• Pupil Attendance</li> <li>• Anti—Bullying</li> <li>• Designated Teacher (LAC)</li> <li>• Exclusions Policy</li> <li>• Volunteers</li> <li>• Animal Visits</li> <li>• Educational Visits</li> <li>• Exams/Accreditation</li> <li>• Staff Dress Code</li> <li>• First Aid Health and Medications</li> <li>• Intimate Care</li> <li>• Manual Handling/Mobility</li> <li>• Initial Teacher Training</li> <li>• Planning, Preparation and Assessment</li> <li>• Continuing Professional Development</li> <li>• Teaching Assistants</li> <li>• Well-Being of Staff and Student</li> <li>• SEF</li> <li>• SDP</li> <li>• Bereavement</li> <li>• Management of Incident Involving Drugs</li> <li>• Use of Video and Photography</li> <li>• Acceptable Use</li> <li>• E-Safety</li> <li>• Non-Smoking Policy</li> <li>• Complaints</li> <li>• Assessment, Recording and Reporting</li> <li>• Parental Involvement</li> <li>• Student Participation</li> <li>• Home School Agreement</li> <li>• Healthy Eating</li> <li>• Transition</li> <li>• Pupil Premium</li> <li>• Lone Working</li> <li>• Staff Induction</li> <li>• Supporting Pupils with Medical Needs</li> </ul>	<ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Confidentiality</li> <li>• Pay Policy</li> <li>• Register of Business interests of HT and Governors</li> <li>• Accessibility Plan</li> <li>• Charging</li> <li>• Freedom of Information</li> <li>• Publication Scheme</li> <li>• Staff Grievance</li> <li>• School Companies</li> <li>• School Income</li> <li>• Lettings</li> <li>• Code of Conduct</li> <li>• Governor Allowances</li> <li>• Allegations of abuse against staff</li> <li>• Health and Safety</li> <li>• Retention of data</li> <li>• Recruitment and Selection Policy (Safer Recruitment)</li> <li>• Governing Board Succession Planning</li> <li>• Whistleblowers</li> <li>• Instrument of Government</li> <li>• Staff Discipline, Conduct and Grievance procedures</li> <li>• Equal Opportunity Policy</li> <li>• Equality Duty</li> <li>• Staffing Structure</li> <li>• Staff Attendance Planned</li> <li>• Staff Attendance Unplanned</li> <li>• Anti-Harrassment</li> <li>• School Emergency Plan</li> <li>• Critical Incidents</li> <li>• Transport</li> <li>• Pool Safety and Procedures</li> </ul>

*All our pupils and staff at GSSC are treated equally regardless of race, age, creed, gender religion or sexual orientation.*

*All policies at GSSC are written to reflect Statutory Requirements or National Guidance and updated in accordance with this. There are times when the Government or Local Authority provide updates to policies that are outside of the policy review schedules. In such instances, an appendix will be added to policies to reflect these updates until the Governing Board can ratify these amended policies. These appendices will supersede previously issued Statutory Requirements or National Guidance.*

*GSSC January 2016*

*All our pupils and staff at GSSC are treated equally regardless of race, age, creed, gender religion or sexual orientation.*

# GSSC

## Acceptable Use Policy

### Introduction

This Acceptable Use Policy (previously referred to as Social Networking Policy) is related to other Policies including those for ICT, e-Safety, Photographs and Video, Bullying and Child Protection. This Policy takes guidance from Northamptonshire County Council and Local Safeguarding Children Board (LSCB) Northamptonshire 'Acceptable Use Policy for Schools-based Employees' and should be read in conjunction with Northamptonshire County Council and the Local Safeguarding Children Board (LSCB) Northamptonshire 'Using Social Networking Safely. A guide for professionals working with young people' (appendix i). Both documents are available at:

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/e-safety/Pages/Making-my-school-esafe.aspx> [accessed 25th August 2014]

It has been written by the ICT coordinator February 2011 and has been discussed (reviewed January 2013, September 2014, July 2015) and adopted and approved by the Governing Body.

This policy will be reviewed bi-annually and consideration given to the implications for future whole school development planning. It will be amended if new technologies are adopted or Central Government change the orders or guidance in any way

### Rationale

The requirements of this policy apply to all uses of social networking applications which are used for any GSSC or local authority related purpose and regardless of whether the applications are hosted corporately or not. They must also be considered where School representatives are contributing in an official capacity to social networking applications provided by external organisations. Social networking applications include, but are not limited to:

- Blogs
- Online discussion forums
- Collaborative spaces
- Media sharing services
- 'Microblogging' applications. Examples include Twitter, Facebook, MSN, You Tube.

Many of the principles of this policy also apply to other types of online presence such as virtual worlds.

All School representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation.

Social networking activities can have a negative effect on an organisation's reputation or image. In addition, Greenfields School and Sports College has a firm commitment to safeguarding children and young people in all aspects of its work. This policy has been written to set out the key principles and code of conduct that we expect of all members of staff, governors, visitors (including volunteers) with respect to their responsibilities in connection with the use of social networking sites.

*All our pupils and staff at GSSC are treated equally regardless of race, age, creed, gender religion or sexual orientation.*

## **Policy Statement**

In order to create a safe teaching and learning environment, effective policies and procedures which are clearly understood and followed by the whole school community are essential. This Acceptable Use Policy sets out the roles, responsibilities and procedures for the safe and appropriate use of all technologies to safeguard adults, children and young people within a school or educational setting. The policy recognises the ever changing nature of emerging technologies and highlights the need for regular review to incorporate developments within ICT.

### **The purpose of the Acceptable Use Policy is to clearly identify for the whole school community:**

- the steps taken in school to ensure the-Safety of pupils when using the internet, e-mail and related technologies
- the school's expectations for the behaviour of the whole school community whilst using the internet, e-mail and related technologies within and beyond school
- the school's expectations for the behaviour of staff when accessing and using data.

### **Scope of policy**

The policy applies to all school based employees, including individuals working in a voluntary capacity. All schools are expected to ensure that non-employees on site are made aware of the expectation that technologies and the internet are used safely and appropriately. The Acceptable Use Policy will be used in conjunction with the School's Disciplinary procedures and Code of Conduct applicable to employees and pupils.

Where this policy is applied to the Head Teacher, the Chair of Governors will be responsible for its implementation.

Where the Governing Body wishes to deviate from this proposed policy or adopt any other policy, it is the responsibility of the Governing Body to arrange consultation with appropriate representatives from recognised trade unions and professional associations.

### **Legal background**

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. The legal obligations and safeguarding duties of all school employees in relation to use of technologies feature within the following legislative documents which should be referred to for further information:

- The Children Act 2004
- School Staffing (England) Regulations 2009
- Working Together to Safeguard Children 2010
- Keeping Children Safe in education 2015
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2009

All safeguarding responsibilities of schools and individuals referred to within this Acceptable Use Policy includes, but is not restricted to the legislation listed above.

*All our pupils and staff at GSSC are treated equally regardless of race, age, creed, gender religion or sexual orientation.*

## **Responsibilities**

### **Head Teacher and Governors**

The Head teacher and Governors have overall responsibility for e-Safety as part of the wider remit of safeguarding and child protection. To meet these responsibilities, the Head Teacher and Governors should:

- designate an e-Safety Lead (Coordinator) to implement agreed policies, procedures, staff training, curriculum requirements and take the lead responsibility for ensuring e-Safety is addressed appropriately. All employees, students and volunteers should be aware of who holds this post within school.
- provide a safe, secure and appropriately filtered internet connection for staff, children and young people within the school.
- provide resources and time for the e-Safety lead and employees to be trained and update protocols where appropriate.
- promote e-safety across the curriculum and have an awareness of how this is being developed, linked with the school development plan.
- ensure that any equipment which holds sensitive or confidential information and leaves school premises (e.g. iPads, staff laptops and memory sticks) is encrypted.
- share any e-safety progress and curriculum updates at all governing body meetings and ensure that all present understand the link to child protection.
- ensure that e-safety is embedded within all child protection training, guidance and practices.
- elect an e-Safety Governor to challenge the school about e-Safety issues.
- make employees aware of the LSCBN Inter-agency Child Protection Procedures at [www.northamptonshirescb.org.uk](http://www.northamptonshirescb.org.uk)

### **E-Safety Lead**

The nominated e-Safety Lead (Coordinator) should:

- recognise the importance of e-Safety and understand the school's duty of care for the-Safety of their pupils and employees.
- establish and maintain a safe ICT learning environment within the school.
- ensure that all individuals in a position of trust who access technology with students understand how filtering levels operate and their purpose.
- with the support of the Network Manager or IT Subject Leader, ensure that filtering is set to the correct level for employees, young volunteers, children and young people accessing school equipment.
- report issues of concern and update the Head Teacher on a regular basis.
- liaise with the Anti-Bullying, Child Protection and ICT leads so that procedures are updated and communicated, and take into account any emerging e-safety issues and technological changes.
- co-ordinate and deliver employee training according to new and emerging technologies so that the correct e-Safety information is being delivered.
- maintain an e-Safety Incident Log to be shared at agreed intervals with the Head Teacher and Governors at governing body meetings.
- with the support of the Network Manager or ICT Lead, implement a system of monitoring employee and pupil use of school issued technologies and the internet where appropriate (School must decide how they wish to do this-i.e. monitor upon concern raised, random monitoring through collection of devices, or purchase of specialist monitoring software e.g. Securus)

## **Individual Responsibilities**

All school based employees, including volunteers under the age of 18, must:

- take responsibility for their own use of technologies and the internet, making sure that they are used legally, safely and responsibly.
- ensure that children and young people in their care are protected and supported in their use of technologies so that they can be used in a safe and responsible manner. Children should be informed about what to do in the event of an e-Safety incident.
- report any e-Safety incident, concern or misuse of technology to the e-Safety lead or Head Teacher, including the unacceptable behaviour of other members of the school community.
- use school ICT systems and resources for all school related business and communications, particularly those involving sensitive pupil data or images of students. School issued email addresses, mobile phones and cameras must always be used by employees unless specific written permission to use a personal device has been granted by the Head Teacher, for example, due to equipment shortages.
- ensure that all electronic communication with pupils, parents, carers, employees and others is compatible with their professional role and in line with school protocols. Personal details, such as mobile number, social network details and personal e-mail should not be shared or used to communicate with pupils and their families.
- not post online any text, image, sound or video which could upset or offend any member of the whole school community or be incompatible with their professional role. Individuals working with children and young people must understand that behaviour in their personal lives may
- impact upon their work with those children and young people if shared online or via social networking sites.
- protect their passwords/personal logins and log-off the network wherever possible when leaving work stations unattended.
- understand that network activity and online communications on school equipment (both within and outside of the school environment) may be monitored, including any personal use of the school network. Specific details of any monitoring activity in place, including its extent and the manner in which it is carried out, should be detailed in the school's local IT Policy.
- understand that employees, who ignore security advice or use email or the internet for inappropriate reasons, risk dismissal and possible police involvement if appropriate.

## **Key Principles**

School Representatives at GSSC have a responsibility to ensure that they protect the reputation of the school, and to treat colleagues, students and members of the school with professionalism and respect.

It is important to protect all school representatives at GSSC from allegations and misinterpretations which can arise from the use of social networking sites.

Safeguarding children and young people is a key responsibility of all members of staff and it is essential that school representatives at GSSC considers this and acts

*All our pupils and staff at GSSC are treated equally regardless of race, age, creed, gender religion or sexual orientation.*

responsibly if they are using social networking sites out of school. Anyone working in the school either as a paid employee or volunteer must not communicate with children or young people via social networking.

This policy relates to social networking outside work. Blogging and accessing social networking sites at work using school equipment is not permitted.

No communications irrespective of their anonymity should be shared that relate to any specific event, protocol, student or person at GSSC.

## **Aims**

To set out the key principles and code of conduct expected of all members of staff, governors, visitors (including volunteers) at GSSC with respect to social networking.

To further safeguard and protect children, young people and staff.

## **Code of Conduct for all School Representatives at GSSC – Social Networking**

The following are **not considered acceptable** at GSSC:

- The use of the school's name, logo, or any other published material without written prior permission from the Headteacher. This applies to any published material including the internet or written documentation.
- The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of GSSC. This includes defamatory comments.
- The disclosure of confidential or business-sensitive information; or the disclosure of information or images that could compromise the security of GSSC.
- The posting of any images of employees, students, governors or anyone directly connected with the school whilst engaged in school activities.

**In addition to the above all School Representatives at GSSC must ensure that they:**

- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about GSSC, or anyone at or connected with the school.
- Use social networking sites responsibly and ensure that neither their personal/professional reputation, or GSSC's reputation is compromised by inappropriate postings.
- Are aware of the potential of on-line identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.

## **Potential and Actual Breaches of the Code of Conduct**

*All our pupils and staff at GSSC are treated equally regardless of race, age, creed, gender religion or sexual orientation.*

In instances where there has been a breach of the above Code of Conduct, the following will apply:

Any breaches, communications or content you publish that causes damage to GSSC, Local Authority, any of its employees or any third party's reputation may amount to misconduct or gross misconduct to which the School and Local Authority Dismissal and Disciplinary Policies apply. Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct.

### **In the event of staff misuse**

If an employee is believed to have misused the internet or school network in an illegal, inappropriate or abusive manner, a report must be made to the Head Teacher/ Safeguarding lead immediately. The appropriate procedures for allegations must be followed and the following teams/authorities contacted:

- Schools Senior HR Advisory Team
- DO (Designated Officer)
- Police/CEOP (if appropriate)

Please refer to the e Safety Incident Flowchart within the accompanying Staff Handbook for further details.

In the event of minor or accidental misuse, internal investigations should be initiated and staff disciplinary procedures followed only if appropriate.

### **Useful Links:**

**NASUWT** Social Networking- Guidelines for Members

<http://www.nasuwt.org.uk/InformationandAdvice/Professionalissues/SocialNetworking>

**NUT** E-Safety: Protecting School Staff- Guidance for Members

<http://www.teachers.org.uk/node/12516>

**UNISON**- information is also available by contacting Unison (Guidance on Social Networking)



Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff, governors and visitors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mike Tebbutt School e-Safety coordinator/Computing Coordinator or

Terry Hollowell School Business Manager.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
I will ensure that all electronic communications with students and staff are compatible with my professional role.
I will ensure that personal data (such as data held on software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
I will not install any hardware or software without permission
I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
Images of students and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member.
I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher or Senior Leadership Team
I will respect copyright and intellectual property rights.
I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute and in particular through the use of 'social networking' sites.
I will support and promote the school's e-Safety and Data Security policies and help students to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature ..... Date .....

Full Name ..... (printed)

Job title or Role in School .....