

Oswald Road Primary School

Staff Policy

E-safety, Acceptable Use

& Social Media

Policy approved by Chair of Governors: September 2014

Policy ratified by Governing Body:

Headteacher: Deborah Howard

Chair of Governors: Helen Dobson

**To be reviewed in 3 years.**

E-Safety, Acceptable Use & Social Media Policy

This policy recognises that new technologies are an integral and growing part of everyday life and make an important contribution to teaching and learning opportunities. This policy aims to:

1. Assist staff working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice
2. Set clear expectations of behaviour and/or codes of practice relevant to social networking for educational, personal or recreational use
3. Giveaclearmessagethatunlawfulorunsafebehaviourisunacceptableandthat,where appropriate, disciplinary and/or legal action will be taken
4. Support safer working practice
5. Minimise the risk of misplaced or malicious allegations made against adults who work with pupils
6. Prevent adults abusing or misusing their position of trust.

**This document applies to all staff who work in the school whether paid or unpaid.**

The principles that underpin this policy are:

1. Adults who work with pupils are responsible for their own actions and behaviour and must avoid any conduct which would lead any reasonable person to question their motivation and intentions.
2. Adults in the school must work and be seen to work, in an open and transparent way.
3. Adults in the school must continually monitor and review their own practice in terms of the continually evolving world of technology, including social networking, and ensure that they consistently follow the guidance contained in this document.

**The following documents may be of interest to staff:**

Guidance for Safer Working Practice for Adults who Work with Children and Young People – available to download at:

http://www.childrenengland.org.uk/upload/Guidance%20.pdf

Cyberbullying – Supporting School Staff - available to download at:

http://old.digizen.org/cyberbullying/default.aspx

Manchester Safeguarding Children Board E-Safety – Guidelines for Minimum Standards – available to download at: http://www.manchesterscb.org.uk/docs/Minimum\_Standards\_V2.1.pdf

E-Safety

New technologies have become integral to the lives of children and young people in today’s society, both within schools and in their lives outside school.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound.

Some dangers that children may face include:

* Access to illegal, harmful or inappropriate images or other content
* Unauthorised access to / loss of / sharing of personal information
* The risk of being subject to grooming by those with whom they make contact on the internet.
* The sharing / distribution of personal images without an individual’s consent or knowledge
* Inappropriate communication / contact with others, including strangers
* Cyber-bullying
* Access to unsuitable video / internet games
* An inability to evaluate the quality, accuracy and relevance of information on the internet
* Plagiarism and copyright infringement
* Illegal downloading of music or video files
* The potential for excessive use which may impact on the social and emotional development and learning of the young person.

This policy aims to ensure that all of our children are prepared and enabled to use the internet and any current or emerging technology in a safe manner.

1.0

A progressive E-Safety curriculum will be delivered as part of the 2014 Computing PoS. All class teachers are responsible for ensuring that the children participate fully in these lessons. The children will develop an understanding of their responsibilities and will become increasingly independent and accountable for their safety (age appropriate).

1.1

When the children are accessing the internet, timely reminders will be given about E-Safety and all adults will reinforce the expectations for health and safety.

1.2

All adults will model safe and responsible behaviour when accessing the internet and using technology within lessons.

1.3

All adults will understand and respect copyright laws and issues around plagiarism. They will always be aware of such rights when reproducing materials sourced online.

1.4

All adults will support the children with understanding and respecting copyright laws and issues around plagiarism.

1.5

All adults will highlight issues such as cyber-bullying and will make children aware of how they can be tackled – this will be in conjunction with the school’s anti-bullying policy.



1.6

All adults will ensure that the children use their own login details when working on a computer and will promote the expectation that passwords are never shared.

1.7

All adults will ensure that their login details and passwords are kept securely, that they are not shared with anyone for any reason and that if they suspect that somebody is aware of their details, they take all necessary precautions and change their password at the earliest opportunity.

1.8

All adults will report any misuse of the internet and/or technologies to the Headteacher/Deputy Headteacher at the earliest opportunity.

Acceptable Use

2.0

There are no circumstances that justify adults possessing indecent images of children. Staff who access and/or possess links to such material or websites will be viewed as a significant and potential threat to children. This will lead to criminal investigation and disciplinary action. Where indecent images of children are found, the Headteacher or Deputy Headteacher must be informed immediately.

2.1

Adults must not use equipment belonging to the school to access any adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children.

2.2

Adults should ensure that pupils are not exposed to any inappropriate images or web links. The school endeavours to ensure that internet equipment used by pupils has the appropriate controls with regards to access and personal passwords should be kept confidential. Any potential issues identified must be reported to the Headteacher or Deputy Headteacher immediately.

2.3

Adults are permitted to use equipment belonging to the school in order to perform their professional role. Access to the internet is available but adults should ensure that the material that they access online is for the purpose of their professional role.

2.4

Adults, where permitted, are allowed to use equipment (such as a laptop) outside of the school building if this enables them to perform their professional role. The use of the equipment in this circumstance is professional and all adults are responsible for ensuring that the same guidelines outlined in this policy are followed at all times.

2.5

The Headteacher and other senior leaders are permitted to monitor the use of equipment and internet usage as they deem appropriate. Monitoring, if necessary, may also involve senior colleagues from the school’s ICT provider. The school reserves the right to monitor email usage.

2.6

Any installation of software or hardware must be completed by the school’s ICT technician.

2.7

The school reserves the right to examine and/or delete files held on the school’s system and/or equipment.

2.8

The use of personal equipment for taking pictures and recording videos is not permitted. All adults must ensure that they do not use mobile phones/personal cameras to take pictures/videos of any child and that any pictures/videos of any child/children are not stored on personal equipment.

2.9

All staff must sign and return the Acceptable Use form before they are permitted to use any school equipment or access the school’s server.

Social Media

***All staff and workers at the school need to be aware of the risks and accountability of inappropriate or inadvertent provision of information about themselves, the school or its pupils and staff or the wider school community in the Social Media arena.***

***Every employee or volunteer working within the school setting is accountable for information published and must be aware that such information may be monitored by the Headteacher or their representative.***

***It is important to note that information available in the public domain which has the potential for harm, distress or reputational damage may lead to disciplinary action being taken.***

***This document applies to current social networking sites such as Facebook, Bebo, MySpace, Twitter etc. and all other current and emerging technologies.***

3.0

All **adults** must adhere to and apply the principles of this document in all aspects of their work. Failure to do so may lead to action being taken under the disciplinary procedure.

3.1

In their own interests, adults within school settings need to be aware of the dangers of putting their personal information onto social networking sites, such as addresses, home or mobile phone numbers. This will avoid the potential for pupils or their families or friends having access to staff outside of the school environment. It also reduces the potential for identity theft by third parties.

3.2

All adults should review their social networking sites to ensure that information available publicly about them is accurate and appropriate. This includes any photographs that may cause embarrassment to themselves and/or the school if they were to be published outside of the site.

3.3

Adults should never make a ‘friend’ of a pupil/former pupil at the school where they are working on their social networking page. Adults should also never make a ‘friend’ of a parent/carer of a pupil/former pupil, unless this person is known to them personally outside of the school setting. Caution should be applied if this is the case and all staff are solely responsible for any content that is published on their social networking pages.

3.4

Staff should never use or access social networking pages of pupils.

3.5

Confidentiality must be considered at all times. Social networking sites have the potential to discuss inappropriate information and employees need to ensure that they do not put any confidential information on their site about themselves, the school, the governing body, the Local Authority, their colleagues, pupils or members of the public.

3.6

Employees need to ensure that when they are communicating about others, even outside of work, that they give due regard to the potential for defamation of character. Making allegations on social networking sites (even in their own time and in their own homes) about other employees, pupils or other individuals connected with the school, or another school, or the Local Authority could result in disciplinary action being taken against them.

3.7

Adults within the school setting must never post derogatory remarks or offensive comments on-line or engage in on-line activities which may bring the school into disrepute or that could be interpreted as reflecting negatively on their professionalism.

3.8

Some social networking sites and other web-based sites have fields in the user profile for job title etc. As an employee of the school and particularly if you are a teacher or teaching assistant, you should not put any information onto the site that could identify either your profession or the school where you work. In some circumstances this could damage the reputation of the school and the profession.

3.9

Adults must understand who is allowed to view the content on their pages of any sites they use and how to restrict access to certain groups of people. All adults are solely responsible for this.

3.10

Any concerns must be raised with the Headteacher or Deputy Headteacher at the earliest opportunity.



Acceptable Use

I confirm that I have read and understand the school’s Acceptable Use policy.

In understanding the policy, I confirm that I agree to the terms and conditions outlined, including the regulations for e-safety and social media.

I understand that I am responsible for my conduct and should I have any concerns I will raise these immediately with my line manager and/or the Headteacher/Deputy Headteacher.

I also understand that in protecting the integrity of the school, should I have any concerns about the use of ICT by any member of the school community, I will report this immediately to my line manager and/or the Headteacher/Deputy Headteacher.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role within school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_