We aim to create an exceptional school that harbours confidence, respect and a love of learning and prepares children for the challenges and adventures of life.

Mousehole School Staff (and Volunteer) Acceptable Use Policy Agreement

Ratified 12th November 2018

Signed: ....(head teacher)

Signed: ....(chair of governors)

1. Introduction

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

2. Governors

Governors are responsible for the approval of this Policy and for reviewing its effectiveness. Governors are also users of technology (including school systems for example governor paperwork is stored on the eSchools system) and represent the school publicly in their role (see the Second Report of the Nolan Committee on Standards in Public Life, May 1996).

3. Volunteers, outside contractors and visitors use of mobile phones

Upon their initial visit, volunteers, visitors and outside contractors are given information informing them they are not permitted to use mobile phones in the presence of children on the premises. If they wish to make or take an emergency call they may use the main office. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Head Teacher's express permission. Please 5 below.

4 Use of mobile phones

Mousehole Primary School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised nationally regarding the use of mobile phones and other devices in educational settings. The concerns are mainly based around the following: Staff being distracted from their work with children; the use of a phone's camera to record inappropriate images of children.

The inappropriate use of mobile phones. Mousehole Primary School allows staff to bring in mobile phones for their own personal use. However, they are not allowed to be used in the classrooms, toilets, changing rooms, corridors, playground or in the play areas whilst supervising the children. If staff need to make an emergency call, they must do so in the school office. Mobile phones can be used during breaks and lunch times in the staff room or in classrooms if there are no children around. Staff must ensure that there is no inappropriate or illegal content on the device. Personal mobile phone technology may not be used to take photographs anywhere within the school grounds or during schools excursions without the Head teacher's permission.

5 Photographs and image recording

The school has express parental permission to record images of the majority of the children in the school and to publish these images including on the internet and through social media. Staff should only take or publish photographs of children when they know that they are not excluded due to their parent's wishes. In practice the children for whom we do not have permission are a very small minority and are known by the staff but if a member of staff is not sure they should always exercise caution.

There are various school devices available for taking photographs and only these should be used to record visual information including children and staff. Members of staff may only contact children's families on school approved mobile phones. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies.

We allow visitors to take photographs during our weekly celebration assembly but, as they cannot know if permission has been given for individuals in the photograph, we request that they are not published on the internet (including social media) and take action to have them removed if they are. We allow photography at public events hosted by the school and again request that images are not shared.

6 Digital Communication

Effective communication between all parties is a vital part of the successful operation of the school. We promote the importance of face to face communication but recognise that digital communication offers opportunities to communicate more effectively and efficiently in some circumstances. We also recognise that digital communication can easily be misinterpreted and used inappropriately. This policy is written at a time when digital communication is playing an increasing role in school operations. The following advice (and subsequent signed agreement) relates to all digital communications: email, eSchools text service, Seesaw, social media channels and the school website. This policy has been updated at a time when we are making significant changes to the way we intend to communicate with parents. It is to be used as a guide through that process but also recognises that our use of digital communication will develop constantly and practices may need to change in way not described by the policy. Where practical the policy will be reviewed and changed to respond.

The school website is a good source of information. Much of this information is statutory and the school is required to publish it. We also use the website to publish useful information for parents e.g. the kitchen menu, key calendar events.

Email should be reserved for professional communication with colleagues. Whilst it may be appropriate for teachers to receive emails from parents in particular circumstances, e.g. to receive a child's homework or when receiving help with a project, teachers should encourage parents to email via the school office or to use other means to share a file (vimeo link, twitter, seesaw etc).

Our social media channels include school accounts for Twitter, Vimeo, Facebook and Audioboom. Depending on the account type these channels are used to celebrate and share school successes. They will include images, sound and video of children and their work whilst recognising the wishes of parents as recorded in the consent forms filled in when children join the school or in response to direct requests made by parents to the school office. We would always consider the impact of sharing images of children we do have permission for e.g. if a child may be embarrassed by the photo or it does not reflect the school's values and aims. We may also use social media to link to organisations or events that would interest the wider school community or reinforce or promote the school's values and aims.

At the time of writing this policy, the school has begun to use Seesaw as a tool for storing and sharing children's work as well as a means for staff to communicate directly with parents. As it's use develops it may be necessary to adapt this policy. Seesaw is to be used as our main means of informal written communication the following is a guide to ensure it used appropriately and effectively:

- As a matter of courtesy and wherever possible, notices for trips and events specifically those which require parents to provide extra resources (pack lunch, different clothing etc) and/or deliver or collect children at different times or different places - should give at least one week's notice although reminders nearer the time may also be sent out

- All classes should post about children's learning at least once per week

- All classes should post their project plans and any information for that term as early as possible and usually within two weeks of the beginning of each term

- It would not be appropriate for this policy to be too descriptive about what is shared via different media but the expectation is that Seesaw will be used to share information that will help parents support their children's learning and engagement with school

- Seesaw is intended as a means of direct communication between staff and parents and vice-versa. Staff will endeavour to reply to parent's messages within one week. It would normally be quicker but it will often not be possible for staff to give an instant reply. Teachers often would but there is no expectation for them to check for messages everyday. Their main concern should always be the welfare of the children in their care especially during lesson time. It may not be appropriate and staff should not be expected to reply to messages outside of working hours.

7 Social Media

This policy applies to all staff, volunteers and Governors representing the School. It aims to give advice and establish protocols for representatives of the school in their use of digital technologies this includes the use of social media and intends to ensure such activities are mindful of the reputation of the school, fellow professionals and colleagues working within the school and the individual's own professional standing. It pertains to using such media both inside and outside

the school and principally. The School Staffing Regulations 2009 place a duty on an employer of staff in schools (be that a maintained, Academy, Voluntary Aided, or Trust) to invoke the school's disciplinary procedure where acts of misconduct have occurred. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place off-site, but is linked to membership of the School. The School will deal with such incidents within this policy and associated behaviour and antibullying policy (linked to the School Disciplinary procedures and any associated TPAT policies e.g. the staff and volunteer code of conduct). a) Use of social media both in and outside school

It is recommended that staff should receive training in the correct use of social media in order to avoid instances of inappropriate behaviour or blurring of the boundaries of responsibilities when using such media.

Guidance for Safer Working Practice for Adults who work with Children & Young People, DFES Publication, Jan 09, paragraph 13 . " "ensure that if a social networking site is used, details are not shared with children and young people and privacy settings are set at a maximum".

 All staff should clearly understand the need to maintain appropriate boundaries in their dealings with pupils. Social media channels should not be used by children under the age of 13. In reality many pupils under the age of 13 have social media accounts. Staff should not interact with any pupil (or previous pupil) who is under the age of 13.

The nature of the community at Mousehole School means that staff may be close friends with many of the parents at the school. Staff must exercise caution when accepting follow and friend requests from parents and should not feel under any pressure to do so. They must not use social media channels to communicate about school matters and should politely make this clear to any parents who attempt to make contact on school matters via social media. Any requests by parents that would force a member of staff to contravene this should be referred to the head teacher.

Technology Acceptable use Policy Agreement:

The following Policy Agreement is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

- that Mousehole School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils and will, in return, expect staff and volunteers to agree to be responsible users. All staff at Mousehole 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 and memory sticks should also be encrypted.

- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile devices may only be used as described above in the acceptable use policy

- 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.

- 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 Teacher.

I acknowledge I have read the above policy and will abide by the requirements within:

Full Name _____

Signature _____   Date _____