

NORMANBY PRIMARY SCHOOL
Ironstone Academy Trust
Acceptable Internet Use Policy for Staff

Remember that we use Information Communication Technology and the Internet for learning!

- ✓ Use of ICT Equipment (including mobile devices) and the Internet must be appropriate to children's education, staff professional development or the broader aims of the school.
- ✓ I understand that as an employee of the Trust there are Terms and Conditions that apply to my employment. Abuse or unprofessional use of school equipment, or internet service if forbidden. Disciplinary action will be taken in line with Trust Policy.
- ✓ Access to social networking sites, chatrooms or user groups (other than for professional use agreed in advance with the Headteacher/Computing Leader) is forbidden.
- ✓ I understand it is my responsibility when using social networking sites to behave in a professional manner which reflects the values of our school. I understand that my responsibilities as an employee mean I should not condone inappropriate or illegal behaviours through my actions on Social Media.
- ✓ I agree not to post on social media content related to school. I will review and maintain my privacy settings on social networking sites and seek not to befriend pupils.
- ✓ Access must only be made via the user's authorised account and password, which should not be given to anyone else. Staff will be held responsible for access under their user ID.
- ✓ Do not download, use or upload any material which is unsuitable for use within the school or which compromises the security of the school network.
- ✓ Do not reveal or share any personal information or photographs about any member of the school, adult or child.
- ✓ Ensure that children using the Internet are supervised at all times.
- ✓ When using web sites in the classroom, always check content is appropriate when possible.
- ✓ Email communications opened and sent during the school day should be relevant to your teaching role and responsibilities.
- ✓ I will use the 'cloud space' provided to store information that does not identify any children's personal details.
- ✓ I will not plug in any personal USB storage devices as they could infect our network with malicious software.
- ✓ I will only use encrypted school issued devices to store information and all devices must be password protected.
- ✓ Material accessed via the Internet is not copyright free. Respect the copyright of information accessed via the Internet. Care must be exercised in using the web content and sources of material should be acknowledged.
- ✓ If unsuitable material is accessed inadvertently, the school's Online Safety Lead should be informed directly. Individual user's Internet access will be monitored, including websites visited and e-mail use.
- ✓ If you see anything you are unhappy with or you receive messages you do not like, let the Computing Leader/Headteacher know immediately.
- ✓ The use of personal email accounts (on a school provided device) in school is permitted for occasional and unavoidable access, when children are not present. The use of a personal device when children are present is not permitted.

I acknowledge that my use of the Internet in school will comply with the above guidelines and that a breach of the guideline may be investigated and subsequent disciplinary action could follow. Any variation to this agreement will be agreed with the Head Teacher or Computing Leader in advance and in writing.

Name:

Date:

Signed: