

# GLPS Acceptable Use Policy



Great Linford  
Primary School

Created: May 2018	By: Tara Lovelock
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## Introduction

ICT in its many forms – internet, tablets, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at GLPS 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 nor those created for school business.
- 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 Head teacher 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. No passwords should be divulged and memory sticks should also be encrypted. School related business should not be stored on the hard drive of a laptop or any other mobile device.
- 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. Each class has a digital camera specifically for this purpose. These school cameras must NEVER 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 and understand that email communications may be monitored.
- 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 respect the law when it comes to protecting personal and special category data of the children and their families. Such data will never be taken from the school site in paper form and if in electronic form, will be encrypted. This includes sharing information via email with external partners.
- Staff will not share personal data (including pupil names) outside of the school.
- 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 Designated Teacher in line with our school's Safeguarding Policy.

**I acknowledge I have received a copy of the Acceptable Use Of Technology Code of Conduct, understand its contents and will adhere to its statements.**

**Full Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_