	The Redway School **Acceptable Use of ICT Policy** **Code of Conduct**

Date of Policy: January 2018
Review Date: January 2020
Members of Staff Responsible: Ruth Sylvester, Headteacher
                                  Mike Rowlands, Chair of Governors

Introduction

ICT in its many forms – internet, 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 The Redway 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 Headteacher 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

- 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, ipad and ipod, specifically for this purpose. These school cameras must NEVER be used for personal use.

Staff phones/ personal devices are to be used only in the staffroom or outside school (during break and lunch) or classrooms before 8:45am or after 3:45pm if appropriate to do so. Staff personal phones are allowed to be kept on only in emergency family circumstances that have been agreed with Headteacher or SMT. Please refer to the e-safety policy for full details on this.

All member of the SMT have a school mobile phone. Full details of which can be found in the e-safety policy. These are to be used solely for school business.

School mobile phones are to be signed out from reception whenever a group goes off site. These are to be used only for school business and if the credit runs below £5, staff are to inform reception.

- 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 and carers are asked to sign if they agree to their children's images being used on our website, in publications 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 or the Deputy Designated Professional in line with our school's Safeguarding Policy.

Other policies to be read in conjunction with this:

Keeping Children Safe in Education

Safeguarding Policy

E Safety Policy

Social Networking Policy