ACCEPTABLE USE OF TECHNOLOGY

Created on:	**17th September 2024**
By:	**P. Wright D.Mallinder**
Approved on:	
Signed on behalf of Governing Body:	
Role:	**Assistant Principal** **Network Manager**
Next review date: **(biannually)**	**September 2026**

Introduction

Technologies in its many forms – internet, email, mobile devices and online safety – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at Smith's Wood Primary Academy are aware of the following responsibilities:

- All Staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, wearable technology, 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 or account details 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 Principal'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.

- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Principal or the Deputy Designated Professional (DSL) in line with our school's Safeguarding Policy.

- All staff, Governors and visitors will only use the school's email / internet / intranet etc and any related technologies for uses permitted by the Principal or Governing Body. If anyone is unsure about an intended use, they should speak to the Principal beforehand.

- All staff, Governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Principal or Governing Body. The school will provide secure and appropriate technology for use by staff and visitors. Staff will ensure devices are secure – through locking the device when not in use - and working as expected and will report any issues to the Network Manager.

- Personal devices must only be used in the context of school business with the explicit permission of the Principal. Personal devices must never be used for taking any photographs related to school business. School cameras should not be used for personal use.

- 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, parents are asked to consent if they agree to their child(ren)'s images being used by the school either

in an online context or for the use of internal displays. If a parent does not agree to this, we ensure that their child(ren)'s photograph is not taken. Filming and photography by parents and the wider community at school events, such as sports days and school productions, is allowed. Parents and carers will be reminded that these images should not be distributed through social media.

- 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.

- All staff, Governors and visitors will make every effort to comply with copyright and intellectual property rights.

Acceptable Use of Technology for Pupils

All pupils at Smith's Wood Primary Academy are aware of the following responsibilities:

- Personal devices must not be used in the school without the explicit permission of the Principle – this will include the use of wearable technology as stated in our Mobile and Smart Technology policy. School equipment should not be used for personal use. Pupils should not be using school equipment unless advised to do so by a member of staff. No photos should be taken by pupils unless specified otherwise for school related work.

- All pupils using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Pupils will report any offensive/inappropriate content to a member of staff immediately.

- When given a log-in and password for the use of school equipment, pupils will ensure this remains private and secure, as well as ensuring that all equipment is correctly logged out after use. Pupils to report any security concern immediately to a member of staff.

- Pupils will ensure that all equipment is treated correctly and no misuse occurs, pupils will report any damaged equipment to a member of staff.