

## **Granby Primary School**

### **Acceptable Use of Technology Code of Conduct**

#### **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 Granby 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. Please refer to [schoolspeoplenet.norfolk.gov.uk](http://schoolspeoplenet.norfolk.gov.uk) for further information.
- 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 Safeguarding Persons as soon as possible.
- All staff, Governors and visitors will only use the school's email, internet, programmes, applications etc and any related technologies for uses permitted by the Head or Governing Board. 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 Board. 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 phones or digital cameras must NEVER be used for taking any photographs related to school business.

Digital cameras and the school mobile phones are available for this purpose. These devices 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.
- Images will only be taken, stored and used according to our GDPR and Communication policies. Parents are offered the opportunity to opt **in** to their child being photographed at school. If a parent opts **out**, we ensure that their child's photograph is not used. Filming and photography by parents and the wider community at school events, such as sports days and school productions, is allowed only for personal use and must NEVER be shared via social media.
- 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 Senior or Deputy Designated Safeguarding Persons in line with our school's Safeguarding Policy.

August 2018