

**ACCEPTABLE USE OF TECHNOLOGY POLICY PARENTS / CARERS**

**This Acceptible Use of Technology Policy was formally approved by Stanningley Primary School in March 2018.**

**This policy will be reviewed in 3 years in March 2024**

**Chair of Governors:**  **(Mrs L. Travis-Jones) March 2021**

**Headteacher :**  **(Mrs J. Brewer) March 2021**

This Policy should be read in conjunction with the school’s E-Safety and Social Media Guidance, the school’s Safeguarding and Child Protection Policy and Keeping Children Safe in Education (2016).

**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 Stanningley 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 Leeds.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 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 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. Each class has an i-pad specifically for this purpose and there is a school camera for general use. These items 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 for purposes within school unless there is parental permission for alternative use. At the start of each year, our parents are asked to sign (see appendix 1) if they agree to their children’s images being used in school, on our school website or by external agencies such as the local press and organisations who come into to work with the children. If a parent does not agree to this, we ensure that their child’s photograph is not used. Filming by parents and the wider community at school events, such as sports days and school productions, are not allowed. Where parents are allowed to take photographs, for example at their child’s class assembly, they will be asked to sign to agree not to share these on 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 Head or the Deputy Designated Professional in line with our school’s Safeguarding Policy.

* All staff involved in remote learning will adhere to the guidelines as set out in the addendum to the Safeguarding and Child Protection Policy (January 2021)

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**Appendix 1**

**PHOTOGRAPH / INTERNET PERMISSION FORM**