



**ACCEPTABLE USE POLICY
(STAFF, GOVERNORS,
VISITORS)**

Updated October 2017

EQUALITIES STATEMENT

Kingsmeadow School is committed to equal opportunities for all and the policy will be applied equally to all members of the school community regardless of gender, ethnicity, religion, sexuality, age or any disability.

We are committed to providing a calm, caring and well-ordered environment where everyone feels safe, happy and understands the expectations of attitudes to learning in order to create an ethos conducive to excellent learning and teaching for all.

We promote a culture of praise and encouragement and expect consistency of response to both positive and negative behaviour.

We believe that positive relationships based on mutual respect, promote positive attitudes to learning and that as students learn by example, all adults within school should act as positive role models with regard to their own behaviour.

Equality Targets

Everyone at Kingsmeadow School must strive to accept and meet the differing needs and aspirations of all members of the school community, using the human resources and skills available to us all to:-

1. Safeguard individuals from all forms of abuse and harassment. We must ensure that victims can be confident of support and, where appropriate redress. We must ensure that aggressors can never claim the excuse of acting out of ignorance.

Success Criteria

- Incidents of aggression and bullying are rare and dealt with effectively and outcome of which are recorded on Behaviour Watch.

2. Establish a school ethos built on mutual trust and respect. We should treat others as we would wish to be treated. We should respect other people, their property and school premises.

Success Criteria

- Students regularly receive merits and praise for their positive attitudes to learning, respect to others, their school campus and their local community.
- Incidents of disrespectful behaviour are rare and dealt with promptly and effectively and the outcome of which are recorded on Behaviour Watch.

3. Safeguard the rights and freedoms of others. We must actively pursue our aim to help pupils develop personal moral values which respect the values and tolerates differing religious and cultures.

Success Criteria

- Racist and homophobic incidents are extremely rare and dealt with promptly and effectively and the outcome of which are recorded on Behaviour Watch.
- Students display tolerance, support of and celebrate other cultures/religions through their work.

4. Develop an organisation which maximises pupil opportunity and experience. We must ensure that the curriculum and other activities encourages and supports the opportunity for all. We must ensure that pupils are not excluded from activities because of status or income.

Success Criteria

- All student groups are able to access the curriculum fully and discrete intervention results in specific gaps in student achievement narrowing and in line with the whole school population and national figures. Eg boys, girls, students with SEND and students receiving free school meals.

Acceptable Use Policy - Staff, governors and external contractors

Kingsmeadow promotes the positive use of technology in school and assists in developing pupils knowledge and understanding of digital devices and the Internet. We ensure that our school IT network is robust and resilient and staff have a duty of care to safeguard pupils when using technology in school. Any misuse of technology by a pupil or member of staff must be reported to the Designated Safeguarding Lead (**Claire Richardson**), so an investigation can take place.

This is the Acceptable Use Policy (AUP) for our school. It highlights the do's/don'ts of using all technology in school and shows how we want staff to behavior when using ICT. The AUP covers the following legislation:

- Malicious Communications Act
- 1988 Data Protection Act 1998
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

Please read the policy in full to ensure you understand the terms indicated below:

Using Technology in School

- I will only use school ICT systems, external logins and email for school related purposes.
- I will monitor the use of all ICT in school and report any inappropriate use by pupils or staff to the Designated Safeguarding Lead (DSL).
- I will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, extremist defamatory or copyright infringing.

Security, Passwords & Copyright

- I will not divulge any school related passwords and I will comply with school ICT security procedures.
- I will use school email systems for school related communications. I will not use personal accounts for school business.
- I will ensure that personal data is stored securely and in line with the Data Protection Act. I will follow school policy with regard to external logins, encrypted data and not storing school material on personal ICT equipment unless stated otherwise.
- I will not install software onto the network or mobile devices unless supervised by the Network Manager or ICCT support staff.

Social Media

- I must maintain my professionalism at all times when using personal social media and not bring the school or my profession into disrepute by posting unsuitable comments or media when using these sites.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will only use authorised school social media accounts to post information to pupils or parents.

Mobile Technologies

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode when I have directed time with pupils. I will only make or receive calls in specific places e.g. staff room, workroom
- I will not contact any parents or pupils on my personally-owned device.
- I will not use any personally-owned mobile device to take images, video or sound recordings.
- In line with the Bring Your Own Device (BYOD) policy, I will ensure that all school data on personal devices is password protected and that I have agreed for the ICT support staff to erase and wipe data off my device, if it is lost and/or as part of my exit strategy.

Online Professionalism

- I am aware that all network and Internet activity is logged and monitored and that the logs are available to SLT in the event of allegations of misconduct.
- I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos, of pupils, parents or staff on social media or websites in any way which might bring the school into disrepute
- I will make sure that my Internet presence does not bring the teaching profession into disrepute and that I behave online in line with the Teacher Standards (2012) and other guidelines from the DfE.
- I will champion the school's Online Safety policy and be a role model for positive and responsible behaviour on the school network and the Internet.
- I will not give my home address, phone number, mobile number, personal social networking details or email address to pupils. All communication with parents should be done by authorized school contact channels.
- Photographs of staff, pupils and any other members of the school community will not be used outside of the internal school ICT network unless written permission has been granted by the subject of the photograph or their parent/guardian. I will ask the permission of the Head Teacher - **Domenic Volpe** (on site) or the Business Manager - **Maxine Webb** (off site) prior to taking any photographs.