



## **Deanshanger Primary School E-Safety Acceptable Use - Staff**

### **These are our rules for using the internet and ICT safely and responsibly:**

- We will ensure that the children and young people are able to use the internet and related technologies, including their school emails, appropriately and safely as part of the wider duty of care to which all who work in schools are bound. Our Prevent Duty forms part of this responsibility.
- We will take all reasonable precautions to ensure pupils do not access inappropriate on-line resources.
- We will take immediate action if inappropriate material is encountered by staff or children and young people, and inform the Head teacher/Designated Person for Safeguarding/E Safety Lead.
- We will ensure the use of ICT is not for personal financial gain, gambling, political purposes, advertising, or for accessing text or imagery which is unlawful or could cause offence to the general school community.
- We will not connect our personal devices to the school Wi-Fi during the school day, and ensure that there isn't any illegal or inappropriate content stored on our device when brought onto school grounds.
- We understand that staff laptops, ipads and desktops should only be used for school work and not for personal use, and that they should only be used by the person it has been designated to.
- We are aware that all activities carried out on a school PC, ipad or laptop may be monitored, and understand that we should restrict internet access to work related sites.
- We will always ensure that all emails are professional in tone and checked carefully before sending, just as an official school letter would be, and that we do not engage in any personal email communications with current or former pupils outside of authorised school systems.
- We will never give out passwords or detailed personal information (like our surname, address or phone number).
- We will ensure that personal mobile phones, tablets, cameras or other ICT are not used to take videos or photographs of pupils.
- We will never upload photographs or video clips to the school website without permission, and we will never include names with the uploaded media.

**Staff Agreement:**

I have read the Rules and confirm that I have understood what the Rules mean, as well as accepting it is my own responsibility to follow the Rules.

Staff signature:

Staff name printed:

Date: