



ACCEPTABLE USE POLICY

To be read in conjunction with the School E- Safety Policy and Code of Conduct

SPRING 2017

REVISION DATE SPRING 2018

Mobile phone use:

It is the policy of the School that staff will not have personal mobile phones or devices in the classroom or areas of the School at any point. All personal devices will be stored safely in staff room areas or locked in the administrator's drawer if no private space is available in any service provision (eg breakfast club). The telephone number of the School can always be used for emergency calls and an immediate message passed to the member of staff in question. In line with the LA policy the School and site has a no mobile phone policy and all staff must be prepared to respond to parental use of phones whilst in School, immediately. Signs are provided in each area with visual graphics to explain phones are not permitted.

Work mobile phones are to be used to ensure staff are safe and contactable when off site. Their use should be limited to short essential calls and they should be used in a safe manner. Pre-programmed numbers may be useful for emergency situations. It is always advised that the phones are charged and ready for use before a member of staff leaves the School site with them. In line with any mobile phone use we would advise they are used carefully in public areas and staff are reminded that conversations may still require a separate confidential space.

Some members of the Senior Leadership Team (SLT) are at times required to use mobile phones for essential work related calls in and around the School Site. This usage is permissible at the Head Teachers discretions.

Laptop or workstation use:

As technology increasingly supports our roles and work it is the policy of the School that all staff undertake training in correct use of VDU and become responsible for ensuring they are using

equipment in such a way as to promote their physical welfare. This training includes positioning of laptops and correct posture information. Where staff need a particular piece of equipment to be altered or adapted to support physical health they will liaise with the Headteacher who can initiate a workplace review and gather advice on equipment adaptations on behalf and with the staff member using the occupational health service at Birmingham City Council.

Laptops are generally expected to be locked away at the end of daily use in a lockable storage cupboard or drawer. It is not expected that staff take home laptops on a regular or daily basis, there may be exceptions to this at key points in the year but these must be agreed in negotiation with line managers. All staff that use laptops must first sign the School and LA acceptable use policy.

If laptops leave site the register must be signed by the member of staff taking the laptop off site. This will be monitored in conjunction with the advice on workload and work life balance and protocols and expectations for 'off site' working.

Social networking:

Staff are allowed to make reasonable use of social media websites from the Schools computers in relation to their work.

The School understands that staff may wish to use their own computers or devices to access social media websites while at work. Staff must limit their use of social media websites on their own equipment to official rest breaks (eg lunchtime) and must still ensure they continue to follow requirements set out in this policy and the E-Safety Policy

If staff contribute to social media activities the same safeguards must be adhered to as would be with any other form of communication about the School in the public domain. Any communication must not either knowingly or recklessly:

- Place a young person at harm or risk
- Bring the School into disrepute
- Breach confidentiality
- Breach data protection legislation
- Contain anything discriminatory against, or bullying, or harassment of, any individual
- Must not contain offensive remarks or derogatory comments relating to sex, gender, reassignment, race (including nationality), disability, sexual orientation, religion or belief or age
- Must not use social media to bully another individual
- Must not post images that are discriminatory or offensive or links to such content.

Inappropriate use of social media/internet:

- Publishing defamatory, discriminatory; illegal; sexual; racist or other offensive material
- Publishing any materials that would breach confidentiality or copyright or data protection principles
- Promoting personal financial interests, commercial ventures or personal campaigns on school time

- Publishing anything abusive or harassing in nature
- Discussing any matters relating to school, staff, pupils or parents/carers for which social media is not considered to be the appropriate forum
- Inappropriately implying you are a representative of the school in relation to private contexts
- Interacting with pupils via social media/internet sites
- Interacting with parents/carers via social media or internet sites
- Interacting with ex-pupils under 18 years of age
- Providing false information about the school, staff or pupils
- Cyber-bullying
- Using social media to raise complaints/grievances or issues that should be raised via appropriate channels.

Social Media in your personal life:

The School recognises that many people make use of social media in a personal capacity. While they may not be acting on behalf of the school, staff must be aware of the potential damage that could be caused to the School if they are recognised as being a member of staff.

Staff's online profiles must not contain the name of the school.

If staff do express an opinion or discuss their work on social media (for example giving opinions on their specialism or the sector in which the school operates) where appropriate they should include on their profile a statement that says, "The views I express here are mine alone and do not necessarily reflect the views of the School."

Disciplinary Action:

All staff are required to adhere to this policy and any breaches may lead to disciplinary action.

Serious breaches, for example incidents of bullying of colleagues, may constitute gross misconduct and lead to summary dismissal.

Staff have a duty to report breaches of this policy in accordance with the school's whistle blowing policy.

Equal Opportunities

This policy and guidelines promotes the practice of inclusion for all.