



**Children, Young People and Education  
Directorate**

**Five Acre Wood School  
Staff Social Networking Acceptable Use Policy  
November 2023**

## **Key Contact Personnel in School**

**Nominated Member of Leadership Staff Responsible for the policy: Sarah Costain**

**Designated Safeguarding Lead: Sarah Costain**

**Named Governor with lead responsibility: Shobha Ravindra**

**Date written: September 2017**

**Last reviewed: March 2020**

**Last reviewed: March 2021**

**Last reviewed: March 2022**

**Last reviewed: November 2023**

**Date of next review: November 2024**

**This policy will be reviewed at least annually, and following any concerns and/or updates to national and local guidance or procedures**

## **Staff Social Networking Acceptable Use Policy**

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use Five Acre Wood School IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for pupils, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand Five Acre Wood School expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that Five Acre Wood School systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

### **Policy scope**

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within Five Acre Wood School professionally and personally, both on and offsite. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that Five Acre Wood School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the Child protection policy and Online safety policy, staff code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### **Use of school devices and systems**

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones and internet access, when working with pupils.
5. I understand that any equipment and internet services provided by my workplace is intended for education purposes and/or professional use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is/is not allowed; (if allowed) this use at the school/setting's discretion and can be revoked at any time.
6. Where I deliver or support remote/online learning, I will comply with the school remote/online learning AUP.

## Data and system security

7. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
  - I will use a 'strong' password to access school systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system.
  - I will protect the devices in my care from unapproved access or theft, for example not leaving devices visible or unsupervised in public places.
8. I will respect school system security and will not disclose my password or security information to others.
9. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the Chief Information Officer.
10. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the Chief Information Officer.
11. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including UK GDPR in line with the school information security policies.
  - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
  - Any data being removed from the school site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the school.
12. I will not keep documents which contain school related sensitive or personal information, including images, files, videos, and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school provided VPN.
13. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
14. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
15. I will not attempt to bypass any filtering and/or security systems put in place by the school.
16. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the Chief Information Officer as soon as possible.
17. If I have lost any school related documents or files, I will report this to the Chief Information Officer and school Data Protection Officer as soon as possible.

18. Any images or videos of pupils will only be used as stated in the school camera and image use policy (link). I understand images of pupils must always be appropriate and should only be taken with school provided equipment and only be taken/published where pupils and/or parent/carers have given explicit written consent.

## **Classroom practice**

19. I understand that it is part of my roles and responsibilities to ensure that appropriate filtering and monitoring is implemented by Five Acre Wood School as detailed in the child protection or online safety, and as discussed with me as part of my induction and/or ongoing safeguarding and child protection staff training.
20. If there is failure in the filtering software or abuse of the filtering or monitoring systems, for example, I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material, I will report this to the DSL and Chief Information Officer, in line with the school/setting child protection/online safety policy.
21. I am aware of the expectations relating to safe technology use in the classroom, safe remote learning, and other working spaces as listed in the child protection, online safety, remote learning AUP.
22. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used.
  - creating a safe environment where pupils feel comfortable to report concerns and say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
  - involving the Designated Safeguarding Lead (DSL) or a deputy as part of planning online safety lessons or activities to ensure support is in place for any pupils who may be impacted by the content.
  - Informing the DSL and/or leadership team if I am teaching topics which could create unusual activity on the filtering logs, or if I believe the filtering system is placing unreasonable restrictions on teaching, learning or administration.
  - make informed decisions to ensure any online safety resources used with pupils is appropriate.
23. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music are protected, I will not copy, share, or distribute or use them.

## **Mobile devices and smart technology**

24. I have read and understood the school mobile and smart technology and social media policies which addresses use by pupils and staff.

25. I will ensure that my use of mobile devices and smart technology is compatible with my professional role, does not interfere with my work duties and takes place in line with the staff code of conduct and the school mobile technology policy and the law.

## **Online communication, including use of social media**

26. I will ensure that my use of communication technology, including use of social media is compatible with my professional role, does not interfere with my work duties and takes place in line with the child protection, online safety policy, staff code of conduct, social media policy and the law.
27. As outlined in the staff code of conduct and school social media policy:
- I will take appropriate steps to protect myself and my reputation, and the reputation of the school, online when using communication technology, including the use of social media.
  - I will not discuss or share data or information relating to pupils, staff, school business or parents/carers on social media.
28. My electronic communications with current and past pupils and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
- I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels and systems, such as a school email address, user account or telephone number.
  - I will not share any personal contact information or details with pupils, such as my personal email address or phone number.
  - I will not add or accept friend requests or communications on personal social media with current or past pupils and/or their parents/carers.
  - If I am approached online by a current or past pupils or parents/carers, I will not respond and will report the communication to my line manager and Designated Safeguarding Lead (DSL) or a Deputy.
  - Any pre-existing relationships or situations that compromise my ability to comply with the AUP or other relevant policies will be discussed with the DSL, HR or the headteacher.

## **Use of Social Media Platforms eg Facebook, Instagram, Tik Tok, X (formally known as Twitter)**

29. I will not use the Five Acre Wood Facebook page to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
30. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the Principal. The Principal retains the right to remove or approve content posted on behalf of the school.

31. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
32. I will follow the school's policy regarding confidentiality and data protection/use of images.
  - This means I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community.
  - Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school via school owned devices. Images taken for the sole purpose of inclusion on Facebook will not be forwarded to any other person or organisation.
33. I will promote online safety in the use of for example, Facebook, Instagram and other social media channels and will help to develop a responsible attitude to safety online and to the content that is accessed or created. I will ensure that the communication has been appropriately risk assessed and approved by the Principal prior to use.
34. I will set up a specific account using a school provided email address to administrate the Facebook and Twitter pages and I will use a strong password to secure the account. Personal social networking accounts or email addresses are not to be used. The Principal will have full admin rights to social media channels.
35. Where it believes unauthorised and/or inappropriate use of social networking platforms or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.
36. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
37. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Principal urgently.
38. I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices and the use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the Principal.

39. If I have any queries or questions regarding safe and acceptable practise online I will raise them with one the Designated Safeguarding Leads or the Principal.
40. If a personal device is brought into school such as a mobile telephone, iPad or other such device it will be the owner's responsibility while on the school premises. The school accepts no responsibility for loss or damage of items brought into school which are entirely at the owner's risk.
41. All devices must be stored away from pupils and must not be carried by individuals while working with students

## **Policy concerns**

42. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
43. I will not attempt to access, create, transmit, display, publish or forward any material or content online that may be harmful, inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
44. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.
45. I will report and record any concerns about the welfare, safety or behaviour of pupils or parents/carers online to the DSL in line with the school child protection policy.
46. I will report concerns about the welfare, safety, or behaviour of staff online to HR a DSL or the Principal, in line with school child protection policy, Low level concerns Policy and the allegations against staff policy.

## **Policy Compliance and Breaches**

47. If I have any queries or questions regarding safe and professional practise online, either in school or off site, I will raise them with the DSL, HR the Principal.
48. I understand that the school may exercise its right to monitor the use of its devices information systems to monitor policy compliance and to ensure the safety of pupils and staff. This includes monitoring all school provided devices and school systems and networks including school provided internet access, whether used on or offsite and may include the interception of messages and emails sent or received via school provided devices, systems and/or networks. This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.



- 49. I understand that if the school believe that unauthorised and/or inappropriate use of school devices, systems or networks is taking place, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.
- 50. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff code of conduct.
- 51. I understand that if the school suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agree to comply with the Five Acre Wood School Social Networking Acceptable Use policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: .....