



## ICT (ACCEPTABLE USE) POLICY AND AGREEMENTS

### INTRODUCTION

New technologies and the use of the internet have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. However to ensure the safety and privacy of pupils, staff and parents connected with the school it is imperative that the following guidance is adhered to at all times:

This policy and agreements should be read alongside Thomas's Online Safety Policy.

### AIMS

The aims of this policy and agreements are to ensure that:

- all members of the school community are responsible users of technology and communications
- pupils and staff are aware of their obligations and expectations when using online systems

### SCOPE

- These agreements apply to all members of staff employed full time, part time or peripatetically at Thomas's London Day Schools and covers the use of computers, laptops, tablets, mobile phones, smart watches and any other forms of technology
- Parents are requested to follow the guidance on the use of technology within school as listed in the Personal Devices and Photography Policy.

### STAFF AGREEMENTS

#### General Overview

- I will not use my school email address for non-school business.
- I will not create, transmit, or cause to be transmitted material which is designed or likely to cause annoyance, inconvenience, needless anxiety or offence.
- I will not create, transmit or cause to be transmitted material such that the copyright of another person is infringed.
- I will not send any message, internally or externally, which is abusive, humiliating, hostile or intimidating towards another person.
- I will not gain unauthorised access to, or violate the privacy of another person's files.
- I will not corrupt or destroy other people's data or disrupt the work of another person.
- I will keep all passwords and PIN identifications confidential at all times and change them regularly.
- I will not disclose a username and/or password to any third party without the consent of the principals.

### **Internet Use**

- I understand that access to the Internet is provided on the basis that it is used professionally and that any personal use is reasonable and proportionate.
- I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not use the school's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising.
- I am aware that the use of the Internet, email, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden.
- I will use Safeshare.tv or a similar software when showing videos to children to avoid unwanted images or comments that detract from the content of what is being shown.

### **Use of Email/ Communications for professional purposes**

- I will communicate with pupils and parents/carers using only official (monitored) school systems (email/ TLP etc) and any such communication will be professional in tone, manner and content.
- I will not use personal email addresses, text messaging or public chat / social networking programmes for any such communication.
- I will refrain from using school group email addresses for personal emails except with the express permission of the Head
- I will only open any attachments to emails if the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not engage in any online activity that may compromise my professional responsibilities or bring the school into disrepute.
- I will immediately report, to the nominated person, in accordance with the Lower School, Prep School or Staff Acceptable User Policy (as appropriate), the receipt of any communication that makes me feel uncomfortable, is offensive, threatening or bullying in nature and I will not respond to any such communication.

### **Use of all mobile devices (telephones/tablets etc)**

- I will ensure all mobile devices (work and personal) are secured with a PIN or password security to prevent unauthorised use.
- I will ensure all mobile devices (work and personal) are put away securely in all Early Years settings except those expressly used as part of teaching, learning and assessment.
- I acknowledge that mobile devices are not to be used or taken into changing rooms, pupils' loos or used in any situation that may cause embarrassment, offence or discomfort to pupils, staff or visitors to the school.
- I understand that if any mobile device is brought into school it must not hold any inappropriate or illegal content.
- If there is a reason for pupils or members of staff to use their personal devices as part of an educational activity then I will first have this approved by the Head of School, or the Group Leader of the visit and a risk assessment will be completed as part of the activity preparation.

### **Staff – Work Mobile Devices**

- I understand that I may use a mobile device provided by the school with discretion for specific work purposes such as:

- taking a register during a PE session
- photographing or recording work related activities
- calling school or parents in case of emergency
- calling agencies in case of unexpected occurrences, eg a bus not turning up
- calling parents at the end of the day to clarify bus runs (drivers)
- supporting or enriching the learning of pupils.
- I will keep any mobile device that contains sensitive information secure at all times and locked away if ever left on school premises.
- If I am loaned a work mobile device I will sign for it and the list will be kept by the Director of IT
- I will ensure that any mobile device loaned to me by the school is taken home for any half term or holiday and not left on the school site

#### **Staff – Personal mobile telephones**

- I will ensure my personal mobile phone is on silent, locked and completely out of sight during teaching time apart from momentarily when required for 2 step verification log ins.
- I understand that when not in use, my personal mobile phone will be put away securely with other valuables when at school.
- I will not use my personal mobile phone to make or take calls, text or for any other purpose within earshot or sight of children. This includes communal areas such as corridors and hallways, unless in an emergency.
- I will not use my personal mobile phone during teaching periods unless permission has been given by a member of SLT in emergency circumstances.
- I understand that I am not permitted to use my personal mobile phone for contacting children and their families within or outside of the setting in a professional capacity, unless in exceptional circumstances and with the permission of my head. (eg on school trips).

#### **Use of mobile devices while driving**

- I will not use a hand held mobile phone or device whilst driving and acknowledge that the Principals will not require this of me.
- I will ensure that any mobile phone is instead diverted to the message/voicemail service while driving and will only check for messages and return calls when the vehicle is parked in a safe place, with the engine switched off.
- I will only use a “hands free” phone if it is safe to do so and at all times will give due care and consideration to the safety of other passengers and road users.
- I understand that the Principals will not assist in the payment of any fine levied against me should I incur one due to using a hand-held device while driving. It will be regarded as driving if the engine is running, even if the vehicle is stationary.
- I understand that any contravention of these requirements may be regarded as a disciplinary matter.

#### **Use of digital images (still and videos/films)**

##### **Internal Use**

- I understand that the following examples are acceptable uses of digital images within school and may use these to enhance my teaching and the learning experiences of the children:

- Children being photographed at work during a learning activity and then displayed on the interactive whiteboard, allowing children to see their work and make improvements
- Presentation purposes around the school or on school app systems e.g. in wall displays or PowerPoint presentations to celebrate events and productions or share good practice.
- I will not share, distribute or publicise any images outside the school environment.
- I will only use work-provided equipment to take photos or videos of pupils as a general rule. However on rare occasions (eg trips) and only with permission from my Head, I may use my own camera or personal device for this purpose. All photographs thus taken will be downloaded at the end of the day onto the school computer and deleted from my memory card, personal device and any storage or back up servers (cloud).

### External use

Particular care must be taken when using images for external purposes such as the school website, Instagram, Twitter feeds etc so that it is not possible to identify pupils by name or other personal information.

- I will follow these guidelines with regards to any external images:
  - I will ensure that any photographs I take do not feature children whose parents have not given permission for their images to be used
  - If a pupil is named I will not use their photograph
  - If I use a pupil's photograph I will ensure there is no other personal information that may be used to identify them
  - When showcasing examples of pupils' work I will only use their first name and if necessary to aid identification, an initial of surname
  - If showcasing digital video work to an external audience, I will ensure that pupils are not referred to by name on the video and that pupils' full names are not given in the credits at the end of the film.
  - I will ensure that I do not use pupils' names when saving images in the file names or in the tags when publishing photos or videos
- I will ensure that only images of pupils in suitable dress are used.
- I understand that if an external organisation requests pictures to be taken for their own publicity a consent form must be signed giving permission for the photograph's long term, possibly high profile, use (See **Appendix 2** of the Personal Devices and Photography Policy).
- I understand that in exceptional circumstances the school may wish to post a picture of a child with their name on the school website, in these circumstances I, or a senior leader, will obtain written permission from parents or carers before individual photographs are posted.
- On occasions parents may feature in photographs taken during school events. However if their image is prominent in any photograph I will seek permission from the parent before using the photograph.
- Any images uploaded will be done so for the sole purpose of inclusion on the named media platform and will not be forwarded to any other person or organisation.

### Live Streaming

- When live streaming is planned I will notify parents beforehand by email or letter.
- I will inform pupils about appropriate behaviour online and upholding the school's values.

**Use of social media**

- I will be professional, responsible and respectful when using social media
- I understand that any content posted must abide by copyright and intellectual property rights, child legislation privacy and data protection law and other relevant civil and criminal legislation
- I will be conscious at all times of the need to keep my personal and professional lives separate. I shall not put myself in a position where there is a conflict between my work at Thomas’s work and personal interests.
- I understand that only Digital Leads and/or Heads (or members of staff with the Head’s specific permission) upload information onto our Twitter or Instagram feeds
- In case of day visits, I will ensure that images taken at a specific location are not uploaded until the pupils have left that location
- I acknowledge that any inappropriate or identifying comments placed on Twitter on Instagram may be removed.

**Use of social media on behalf of Thomas’s**

- I will only use official Thomas’s sites for communicating with young people or to enable young people to communicate with one another. Any such accounts and activities should be approved by a member of the Senior Leadership Team or named person prior to use.
- I will only use my school email address to administrate any account / site / page and will secure this with a strong password.
- I understand that the schools’ Digital Lead and Head have full administration rights to any social media platform.
- I will not create any site that breaches the terms and conditions of social media service providers, particularly with regard to minimum age requirements. Before using any site I will refer to [www.common sense media.org](http://www.common sense media.org) or [www.bewebsmart.com](http://www.bewebsmart.com) to see if it is suitable for a particular age group.

13+	Houseparty, PokémonGO, Tik Tok
14+	LinkedIn, Pinterest, Youtube Music
15+	Facebook, Flickr, Keek, Instagram, Reddit, Twitter, Vine Camera
16+	ooVoo, Path, Snapchat, Tumblr, WhatsApp, WeChat
17+	Foursquare, Kik, Live.ly
18+	PixelGun3D, Tinder, YouTube Gaming,

- I will ensure that the content and channel is always suitable for the audience and will be sensitive in the tone of language used. I will also write any content in acceptable, plain English.
- I will not engage in activities involving social media which might bring Thomas’s into disrepute.
- I will not represent my personal views as those of Thomas’s on any social medium.
- I will not discuss personal information about young people and other professionals I interact with as part of my job on social media.
- I will not use social media and the internet in any way to attack, insult, abuse or defame young people, their family members, colleagues, other professionals, other organisations or Thomas’s.
- I will not use social media to express any discontent about my own role or any aspect about how Thomas’s operates. If I have any issues in these areas I will use the appropriate channels to raise them with my line manager or the Proprietors.
- I will be accurate, fair and transparent when creating or altering online sources of information on behalf of Thomas’s.

- I understand social media groups such as “WhatsApp” may be set up on school trips for the purposes of communication and sharing of information and digital images via Thomas’s social media sites in accordance with the procedures set out in this Policy. I will take care with the use of sensitive information or photographs and will ensure that all data associated with this group is deleted once the trip is over.
- I will always observe and promote Online Safety in the use of social media platforms.
- I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Head and Digital Lead as a matter of urgency.
- I understand that where it is believed unauthorised and/or inappropriate use of the site or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right for the content to be deleted or deactivated.
- I will raise any queries about the use of safe and acceptable practice online with the Digital Lead or the Head.

### **Staff personal use of social media**

As regards personal online accounts, members of staff are required at all times to bear in mind their professional reputation and the reputation of the school and do nothing to bring either into disrepute.

- I will ensure that any personal accounts are not linked in any way to Thomas’s London Day Schools.
- I will not identify myself as an employee of Thomas’s in any personal social platform, to prevent information on these sites from being linked with the home and school and to safeguard the privacy of staff members, particularly those involved in providing sensitive frontline services.
- I may access professional social media platforms such as “Linked In” but will not name Thomas’s as my employer or place of work.
- I will not have contact through any personal social medium or accept a friendship request from any child at a Thomas’s School or from former pupils under the age of eighteen.
- I will not accept friendship requests from parents of current pupils when the only connection is that of being a member of staff and a parent. If I am friends or relations with people who then become Thomas’s parents or I am a member of staff with children in the school, so have friends due to them being parents of my child(ren)’s friends, I will exercise neutral notification and inform the Online Safety Officer in my school of any of these connections.
  - Battersea Online Safety Officer: Jessica Moncrieff
  - Clapham Online Safety Officer: Anne Davidson
  - Fulham Online Safety Officer: Catherine Mangan
  - Kensington Online Safety Officer: Stuart Hammersley
- I will exercise caution and discretion when accepting requests from parents of former pupils.
- I will exercise caution when inviting or accepting work colleagues to be ‘friends’ in personal social networking sites.
- I will not discuss any information to which I have access as part of my employment on any personal social media platform (eg information about pupils and their family members).
- I will not publish on my social media platform any photographs, videos or any other types of image of young people and their families or images depicting staff members identifying the Thomas’s premises (eg staff parties or school social events).
- I will not use my Thomas’s staff email address or other official contact details to set up personal social media accounts or to communicate through such media.

- I will not edit open access online encyclopaedias such as Wikipedia in a personal capacity at work. This is because the source of the correction will be recorded as the employer's IP address and the intervention will, therefore, appear as if it comes from the employer itself.
- I will not use or publish Thomas's corporate image on any personal social media platform.
- I will regularly review my privacy settings to ensure that my profiles and photographs are not viewable by the general public. I understand that the school strongly advises me to set the privacy levels of my personal sites as strictly as I can and opt out of public listings on social networking sites to protect both myself and my employer.
- I will respect the expectations of the school with regards to limited personal use of social media during working hours.
- I will always log out of any personal site if using it at school

### **Pupil Protection**

- I understand that pupils must be supervised at all times when using mobile devices or computer equipment at school.
- I acknowledge that it is every member of staff's responsibility to ensure that pupils are able to use the Internet in a safe and appropriate manner in their lessons.
- I am aware of the Lower School/Prep School ICT Agreement (See **Appendices 2 & 3**) which pupils sign at the beginning of each year and am able to refer to the Rules for Responsible Computer Use when using ICT equipment. I am able to apply appropriate sanctions for the pupils' misuse of ICT equipment in accordance with the School's Behaviour Policy.
- I am aware that any pupils who are supplied with a Thomas's 1:1 device are required to discuss the online 1:1 Acceptable Use agreement with their parents, and both pupil and parents should sign this before the device may be used in school or at home.

### **Data Protection and Security**

- I will keep my password, PIN or user name confidential at all times and change them as required by the Online Safety Policy or in response to a request from the persons responsible for running and maintaining the system.
- I will ensure I have logged off or locked any device if I need to leave it at any time.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I understand that all personal data held on the school's network is subject to the Data Protection Act 2018 and the school's Data Protection Policy.
- I understand that where data of a personal nature such as school reports, IEPs, correspondence, photographs and assessment data accessed out of school it must be recognised that this data comes under the Data Protection Act and is subject to the School's Data Protection Policy. Care must therefore be taken to ensure its integrity and security.
- I will keep school equipment safe and secure at all times, especially when travelling.
- I will take every reasonable precaution to ensure that any data, equipment or information on an external storage device or cloud based software e.g. GoogleDrive, is kept secure
- I will ensure that all work is stored securely in an appropriate area.
- I will only use the generic "guest" log in code if any visiting speaker I have invited needs to access the internet.
- If a device containing school information is lost or stolen I will inform IT support immediately and complete the GDPR breach form.

### **Copyright**

- When using the Internet in my professional capacity or for school sanctioned personal use:
  - I will ensure that I have permission to use the original work of others in my own work.
  - Where work is protected by copyright, I will not download or distribute copies (including music and videos).
  - All material e.g. planning and teaching resources created by staff and saved on the School's network is the property of the School and making unauthorised copies of or deleting such materials maybe in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights.
- I will raise pupil awareness of copyright and plagiarism.

### **Reporting Incidents**

- I will inform the Digital Lead in writing immediately of any abuse of any ICT systems or inappropriate content suspected to be on the ICT systems. I will provide the location and names where possible.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the Digital Lead and/or School Designated Safeguarding Lead where appropriate.

### **Software and Hardware**

- I acknowledge that any hardware or software purchases should be made by the IT department in negotiation with the Digital Lead who will ensure its relevance and necessity.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I understand that school equipment taken off site will be my personal responsibility. Any insurance claims due to loss or damage will be made from my own contents or motor insurance.
- If I leave the employment of the School I will return any technology equipment loaned to me, including peripherals.

### **Monitoring**

- I understand that the School can and will monitor my use of the ICT systems, data, email and other digital communications on the network to ensure policy compliance.

### **Sanctions**

- I understand that if I breach any part of this policy then disciplinary action may be taken.

### **REFERENCES**

HM Gov 'Data Protection Act' (May 2018)

DfE Advice 'The Prevent Duty' (June 2015) from 'The Counter-Terrorism and Security Act' (2015)

HM Gov 'Communications Act' (July 2003)

HM Gov 'Computer Misuse Act' (June 1990)



**See also:** Anti-bullying Policy, Code of Conduct, Data Protection Policy, Online Safety Policy, Privacy Notice, Personal Devices and Photography Policy, Safeguarding and Child Protection Policy

<b>This policy will be reviewed annually</b>		
Created: July 2013	By:	Jill Kelham, Vice Principal
Latest Review: January 2020	By:	Joanna Copland, Vice Principal, Michael Swart, Senior IT Manager, Digital Leads
Next Review: January 2021	By:	Joanna Copland, Vice Principal, Michael Swart, Senior IT Manager, Digital Leads

**Appendices**

Appendix 1: Staff ICT Acceptable Use Agreement

Appendix 2: Lower School ICT Agreement

Appendix 3: Prep School ICT Agreement



## STAFF ICT ACCEPTABLE USE AGREEMENT

### AGREEMENT

- I understand that I am responsible for my actions in and out of school.
- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that I will only use social media in accordance with the guidance set out in this policy
- I understand when using social media for personal or official reasons I should bear in mind my professional reputation and the reputation of the school and do nothing to bring either into disrepute.
- I have read the ICT Acceptable Use Policy agreement and understand that if I fail to comply with it, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Principals and in the event of illegal activities the involvement of the police.
- I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines and the expectations of my contract and the Staff Code of Conduct.

Staff Name (printed) .....

Signed: .....

Date: .....

**PLEASE ONLY RETURN THIS SIGNED FRONT SHEET; RETAIN THE POLICY DOCUMENT FOR YOUR RECORDS.**



### LOWER SCHOOL ICT ACCEPTABLE USE AGREEMENT

Rec	Year 1	Year 2
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1.	I will only use ICT equipment if there is an adult in the room.			
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2.	I will look after ICT equipment properly and use it carefully.			
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3.	I will only go to websites that my teacher has said I can.			
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4.	I will only look at, change or delete my own files.			
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5.	I will ask the teacher before I print anything.			
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6.	If I see anything that makes me unhappy I will tell my teacher.			
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Reception Name: ..... Date: .....

Year 1 Name: ..... Date: .....

Year 2 Name: ..... Date: .....

ICT AUP APPENDIX 3



PREP SCHOOL ICT ACCEPTABLE USE AGREEMENT

Table with 10 rows of rules and 6 columns for years Yr 3 to Yr 8. Each row contains a rule number and description, followed by empty boxes for marking agreement.

I understand that I must follow these rules if I am to be allowed to use computer equipment.

- Year 3 Name: ..... Date: ..... Initials: .....
Year 4 Name: ..... Date: ..... Initials: .....
Year 5 Name: ..... Date: ..... Initials: .....
Year 6 Name: ..... Date: ..... Initials: .....
Year 7 Name: ..... Date: ..... Initials: .....
Year 8 Name: ..... Date: ..... Initials: .....