



STAFF ONLINE SAFETY AND ACCEPTABLE USE POLICY 2017

INTRODUCTION

As an employer, King Ina C of E Academy is required to set out a STAFF ONLINE SAFETY AND ACCEPTABLE USE POLICY for all school employees.

Staff should be aware that a failure to comply with the following STAFF ONLINE SAFETY AND ACCEPTABLE USE POLICY could result in disciplinary action including dismissal.

Social Media – Protecting Professional Identity

All schools, academies and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools/academies and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the academy or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- **No reference should be made in social media to students / pupils, parents / carers or school staff**
- **They do not engage in online discussion on personal matters relating to members of the school community**
- **Personal opinions should not be attributed to the academy or local authority**
- **Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.**

The academy's use of social media for professional purposes will be checked regularly by the senior risk officer and e-safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

Unsuitable/ inappropriate activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

User Actions

		Acceptable	Acceptable at certain	Acceptable for nominated	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	

The points below are taken from the school's code of conduct and refer directly to the use of Social Media.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute e.g. Facebook with pupils or with former pupils under the age of 18.

6.5 When communicating electronically with pupils, parents and colleagues, staff must only use their school email account or school learning platform account.

Illegal and other incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school / academy policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of an illegal incident taking place, the Police will be informed immediately.

Other incidents of inappropriate activities will be dealt with by Mr Norton and the Senior Management Team in accordance with the procedures set out by SWGFL.

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Please sign and return to the Infant or Junior office.

DECLARATION

I have read and understood the Online Safety School Policy for King Ina Church of England Academy.

Name:

Signed:

Date: