



Spires Federation

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E-SAFETY AND ACCEPTABLE USE POLICY FOR SCHOOL STAFF

Our Core Values are: Friendship, Respect and Honesty

Our Mission:

The Spires Federation family of small schools is committed to excellence. We hope to inspire all of our pupils to enjoy learning, make outstanding progress and achieve their full potential.

Our Aims:

- We will provide our pupils with a solid foundation of essential knowledge and skills.
- We will develop our pupils' social, spiritual, moral and cultural values to help them fulfil their potential.
- We will provide the widest possible range of experiences for all of our pupils.
- We will nurture and develop the strong relationships between the schools and their wider communities.
- At Digby and Dunston, as Church of England schools, we believe that every pupil is unique in the sight of God. We aim to provide a Christian environment for every pupil, including opportunities to worship together and with our local communities.

Digby Church of England School,
Church Street, Digby, Lincoln. LN4 3LZ
Ph: 01526 320630
Registered charity: 1045696

Dunston St Peter's Church of England School,
Back Lane, Dunston, Lincoln. LN4 2EH
Ph: 01526 320027
Registered charity: 1045951

Nocton Community School,
School Lane, Nocton, Lincoln. LN4 2BJ
Ph: 01526 320234
Registered charity: 1047895



This policy has been created using the E-Safety Policy of Lincolnshire Safeguarding Children's Board and the Acceptable Use of ICT Policy (AUP). This is a minimum requirement to which all school staff should adhere.

Internet Access

You must not access or attempt to access any sites that contain any of the following:

- child abuse;
- pornography;
- promotion of discrimination of any kind;
- promotion of racial or religious hatred;
- promotion of illegal acts;
- any other information which may be illegal or offensive to colleagues.

It is recognised that under certain circumstances inadvertent access may happen. For example, a school researching the holocaust may produce results with Nazi propaganda. Should you or a student access any of these sites unintentionally you should report the matter to a member of the Senior Leadership Team (SLT) so that it can be logged.

Access to any of the following should be reported to Lincolnshire Police:

- images of child abuse (sometimes incorrectly referred to as child pornography). These are images of children apparently under 16 years old involved in sexual activity or posed to be sexually provocative;
- adult material that potentially breaches the Obscene Publications Act;
- criminally racist material in the UK.

Social Networking

This is not allowed in our schools. Staff and children have received sufficient education in the dangers of social networking sites and have received appropriate guidance in their use. Staff should fully acquaint themselves with the privacy settings that are available on any social networking profile in order that profiles are not publicly available.

Members of staff (teachers, teaching Assistants and all support staff) should never knowingly become 'friends' with pupils on any social networking site or engage with pupils in internet chat. Likewise they should never knowingly become 'friends' with former pupils until they are sure that the former pupil is mature enough to accept the responsibility of the 'friendship', ie over the age of 18 years.

Use of Email

All members of staff should use their professional email address for conducting school business. Use of school email for personal/social use is at the discretion of the Headteacher.

Passwords

Passwords are confidential and individualised to each person. On no account should a member of staff allow a student to use a staff login.

Data Protection

Where a member of staff has to take home sensitive or confidential information, sufficient safeguards should be in place to prevent loss or misuse, ie is it really necessary to take it all home? Can it be encrypted? Does it have to be on a USB memory stick which can be easily misplaced?

Personal Use

Staff are permitted to use ICT equipment for personal use. The school emphasises that all use should be within the boundaries of acceptance.

Images and Videos

Staff should not upload onto any internet site, images or videos of themselves or other staff or pupils without appropriate consent.

Use of Personal ICT

Use of personal ICT equipment is at the discretion of the schools. Any such use should be stringently checked for up to date anti-virus and malware checkers.

Viruses and Other Malware

Any virus outbreaks are to be reported to Ark ICT as soon as it is practical to do so, along with the name of the virus (if known).

Staff should note that internet and email may be subject to monitoring.

All staff should be aware of their professional responsibilities, as outlined in Appendix A attached.

All staff are also required to sign a declaration annually to confirm that they have read and understood this policy. (See Appendix B attached.)

Signed:

**Mrs J.Hutchinson
Chair of the Spires Federation Governing Body**

APPENDIX A

PROFESSIONAL RESPONSIBILITIES

When using any form of ICT, including the Internet, in school and outside school

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For your own protection we advise that you:

- ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies;
- do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role;
- use school ICT systems and resources for all school business. This includes your school email address.
- do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others;
- do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately;
- only take images of pupils and/or staff for professional purposes, in accordance with school policy and with the knowledge of the SLT;
- do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory;
- ensure that your online activity, **both in school and outside school**, will not bring your organisation or professional role into disrepute.

You have a duty to report any E-Safety incident which may impact on you, your professionalism or your organisation.

APPENDIX B

E-Safety and Acceptable User Policy (Staff)

I have read and fully understand the attached Spires Federation Schools E-Safety and Acceptable User Policy which was prepared using the E-Safety policy of Lincolnshire Safeguarding Children's Board and the Acceptable Use of ICT Policy (AUP).

I am also aware that **internet use and emails may be subject to monitoring.**

NAME:

SIGNED:

DATED: