

Chilton Academy



Acceptable use policy for cleaning/lunchtime staff (2019/20)

As an employee of the academy I recognise that it is my responsibility to follow school online safety advice and that I have a responsibility to ask if I am not sure of a procedure.

This is not an exhaustive list and all staff are reminded that ICT use should be consistent with the academy ethos, other appropriate policies and the Law.

- 1) I understand that Information Systems and ICT include not only the academy's computers, but also any personally owned equipment such as a phone or tablet and its use on social media such as Facebook or Instagram.
- 2) Mobile Phones/Tablets.
 - a) Staff mobile phones will be stored in the mutually agreed area during the school day and may only be used after your shift has finished
 - b) Staff mobile phones must be turned off/on silent unless specific permission has been obtained for their use from Office Manager/Headteacher
 - c) Staff mobile phones will never be used for any reason when children are present
 - d) Mobile phones are allowed in academy, but are not allowed to be used in sensitive areas (EYFS, cloak rooms, toilets, when children are changing, swimming). Mobile phones should only be used for communication when not working with children.
 - e) Cameras on personal phones or tablets will not be used to take pictures of children **in any circumstances**.
- 3) Social Media.
 - a) Pupils and their families have a reasonable expectation of privacy so I confirm that I will not publish or share any information I have obtained whilst working in the academy on any personal website, blog, social networking site or through any other means, unless I have written permission from the Headteacher.
 - b) I will not communicate with pupils or ex-pupils under the age of 18 using social media without the express written permission of the Headteacher
 - c) I will not give my personal contact details such as email address, mobile phone number, IM account details to any pupil or parent in the academy. Contact will always be through a academy-approved route. I will not arrange to VC or use a web camera with pupils unless specific permission is given

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- 4) While in the school my use of ICT and information systems will always be compatible with the ethos of the academy, and if I am any doubt I will check this with a member of staff.
- 5) I understand that I have a duty of care to ensure that students in the academy use all forms of electronic equipment and devices safely and should report any inappropriate usage to a senior member of staff.
- 6) Visitors are requested not to contact a parent of a child directly, but to go through the academy's official channels.
- 7) School owned information systems must be used 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.

Name.....

Signed.....

Date