

Internet and E-mail Acceptable Use Policy for William Austin Junior school employees

Adopted from LBC Policy

Introduction and Scope

- The internet plays an important role in any learning environment. This policy provides the acceptable standards for use of the internet and e-mail systems for all employees, volunteers and casual workers at William Austin Junior School.
- This policy applies to all school employees at the School/Trust. All volunteers and casual workers should be made aware of the standards and expectations set out within this procedure.
- This policy should be read in conjunction with the Social Media Policy, the Guidance for Safer Working Practice for those working with children and young people in education settings (October 2015) and Keeping Children Safe in Education (September 2018).

Governing Body/ Headteacher responsibilities

- It is the responsibility of the Governing Body to both adopt and review this policy on an annual basis and to advise the Headteacher of any required changes.
- Luton HR Traded Services will provide guidance on updating this policy as and when appropriate.
- It is the responsibility of the Headteacher to publicise and make this policy available to all employees, ensuring that the standards within it are both monitored and enforced and to advise the Governing Body of any breaches of this policy.
- It is the responsibility of both the Governing Body and the Headteacher to take corrective and/or disciplinary measures as are necessary when a breach of this standard occurs, and to contact and co-operate with police and other law enforcement agencies where a breach of these standards constitutes a criminal act.

Employees responsibilities

Employees must adhere to the policy in the following circumstances:

- When working on schools premises
- When using equipment and utilities (including hardware, software or email and internet access) provided by the School Council at home or other locations
- In all electronic communications with colleagues or children and young people including communication via personal computers and mobile phones used at school or at home
- Communication between children and adults, by whatever method, should take place with clear professional boundaries. This includes the wider use of technology such as mobile phones, text or digital messaging, emails, digital cameras, videos, web-cams, websites and blogs.
- Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child or young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.
- The policy applies regardless of whether access occurs during or outside of contracted work hours. The standards apply to all technology whether provided by the school or personally owned. Personally owned technology should not be used to communicate with pupils or parents.

- Employees **must** alert the Headteacher or a relevant senior member of staff where breach of this policy, by themselves or another employee, is suspected or known to have occurred. Failure to do so may result in disciplinary action being taken.
- School employees are reminded that they should at all times:
 - Have the highest standards of personal conduct (inside and outside of School)
 - Ensure that their behaviour (inside and outside of School) does not compromise their position within the school
 - Ensure that their judgment and integrity should not be able to be brought into question.
 - Ensure that their relationship with members of the community, via social media, does not compromise their position within the school or bring into question their suitability to work with children and young people

Email Use

- Email has become an essential form of communication within schools for both employees and pupils. Email use within school should not be considered private. Employees are provided with a school email account and should use this for all school communication. All email communication should be traceable in the school's email system.
- Under no circumstances should employees, volunteers or casual workers contact pupils, parents or conduct any school business using a personal email address
- Email accounts are provided for business use. Therefore, the content of all emails should at all times remain professional and be substantially related to workplace matters.
- Emails should never be sent, forwarded or replied to where the content is adult, explicit, offensive or otherwise inappropriate. Any emails received containing such content should be reported to the Headteacher
- Inappropriate email content includes, but is not limited to:
 - Violent/ threatening emails
 - Abusive/obscene/discriminatory/offensive language
 - Emails that could be construed as bullying
 - Defamatory comments about the School or colleagues
 - Emails with content potentially harmful to the School/Council
 - Emails that could be construed as harassment
 - Insulting or offensive emails
 - Emails containing sexual innuendos
 - Politically biased emails
 - Content contrary to the school ethos

Internet Use

- The internet can also be an invaluable educational tool. The school provides internet access for business use, it is not a perk or means of entertainment.
- Websites, web searches and internet pages that are visited should be related to workplace matters. However, on occasion, access to websites unrelated to school business may be permitted at the discretion of the Headteacher. Please refer below for further guidance on personal use of the Internet and Email.

Employees must not access sites which contain inappropriate material such as, but not limited to:

- Adult or explicit content (including photo or other searches for such material)
- Incitement (e.g. of racial or other discriminatory hate or ideologies)
- Radicalisation or the promotion of terrorism
- Chat rooms or Instant Messaging (except for educational purposes e.g. NCTL, BECTA or Grid Club)
- Personal ads or dating sites
- Criminal skills or resources
- Hacking, virus writing or password cracking
- Illegal drugs

- Depiction or advocating of violence or the use of weapons
 - Gambling
 - Tasteless and offensive content e.g. any such jokes, pictures or profanity
 - Internet based Peer to Peer Networks (e.g LimeWire or BitTorrent etc.)
 - Downloads of games etc. (except for downloads authorised by the School and in compliance with Copyright Law).
- Employees must not show any inappropriate websites/pages, videos, images or any other online content, on any internet enabled device to pupils. Employees should seek clarity from the Headteacher on the appropriateness, including any relevant age restrictions, of the online content if they are unsure.
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 - Employees, volunteers or casual workers should always preview any websites/pages or online services before using these in lessons.
 - Searching for images or videos through open search engines is discouraged when working with pupils.

Personal Use of Internet and email and mobile phones

- Access to Internet web sites that are unrelated to school business should be restricted to out of school hours and designated breaks, and never in the presence/view of pupils. It is at the Headteacher's discretion as to what internet activities or accesses are permissible.
- The sending of emails or texts that are wholly or substantially unrelated to school business should be restricted to out of school hours and designated breaks, and never in the presence/view of pupils. It is at the Headteacher's discretion as to what email use is permissible.
- Personal use of both email and the internet must not breach any of the definitions of inappropriate use as defined in this document.
- Mobile phones should be locked away when in school and not on your person. The use of mobile phones where unrelated to school business should be restricted to out of school hours and designated breaks, and never in the presence/view of pupils.

Conducting Financial Activities on the Internet

- While this policy does not specifically ban the use of the internet for conducting personal financial transactions, for example Online Banking, on school equipment or in school it is discouraged. Residual information from such activities can be left on your computer hard drive and could subsequently be accessed by others. The School/Council does not accept any liability for any resulting loss or damage.

Internet and E-mail Acceptable use Policy for William Austin Junior School Staff

Please print off this document and read it carefully.

By signing this form you agree that you have been provided with a copy of the School's Internet and e-mail acceptable use policy and that you have read and understood the policy. The policy forms part of your terms and conditions of employment with the school

In compliance with the Information Commissioner's Office Employment Practices Code-you are advised that the school, or their agents will monitor, and may investigate, access to the Internet and use of e-mail and use of school computer equipment to ensure compliance with this policy.

Signed

Printed Name

Position.....

Date

Signed forms should be returned to: the main school office