



Great Wilbraham C of E Primary School

Policy title: Acceptable use policy – including mobile devices

Date created: Sept 2020

Created by: Richard Brown

Date to review: Sept 2023

Signed:

1. Introduction

This policy clearly defines the expectations of using technology belonging to the school. For safeguarding reasons, personnel need to know the expectations. Great Wilbraham CofE Primary School recognises that staff, trainee teachers, work experience students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. However, this policy outlines the key safeguarding concerns and procedures that must be in place.

This policy also covers use of any digital technology (online, hardware or software) used to teach online safety, computing and indeed the wider curriculum. The development and need for online access and home learning in 2020 has also facilitated an addendum as guidance for staff.

2. Quality of Education

2.1. Intent of the Curriculum

Staff will ensure they are able to access the resources and understand how to set up or seek help in setting up resources online for their pupils.

2.2. Implementation of Teaching and Learning

Support systems and the use of our IT provider at CMAT and the ICT service are on hand to assist with queries and support lines are provided to staff.

2.3. Impact

Use of digital technologies will be reviewed throughout the teaching of online safety and the adherence to this policy for adults in school will be regularly be revisited

3. Behaviour and Attitudes

3.1. Supporting colleagues

Colleagues will support each other by adhering to this policy and how to use digital technologies safely.

4. Use of personal mobile phones and cameras by staff and volunteers

Safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Personal mobile phones and cameras should only be used outside of working hours and never whilst children are present.
- Personal mobile phones and cameras should be stored in the staff room or in a cupboard out of reach / sight of children.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the manager or employer to use their mobile phone.
- If a staff member, trainee teacher, work experience student or volunteer must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, trainee teachers, work experience students or volunteers who ignore this policy and use a mobile on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Staff, trainee teachers, work experience students or volunteers remain responsible for their own property and will bear the responsibility of any losses.
- Personal mobile phones will not be used under any circumstances to take pictures of children.

5. Use of personal mobile phones and cameras by non staff

Great Wilbraham CofE Primary School recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Mobile phones and cameras should only be used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the setting manager to use their mobile phone.
- The setting's main telephone number can be used for emergencies.





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- Photos of children must not be taken without prior discussion with the Headteacher and in accordance with the Data Protection Act 1998 and using the 'Use of images consent form' (please refer to the setting's document 'Guidance for settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998').
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.
- Personal mobile phones will not be used under any circumstances to take pictures of children.
- Pupils should not bring mobile phones into school under normal circumstances. However in exceptional circumstances, such as walking home alone or staying away overnight, pupils can bring a mobile phone in case of need. These must be handed in at the school office on arrival at school and collected at the end of the school day.

6. Use of the setting's mobile phone, camera and recording equipment

Great Wilbraham CofE Primary School provides a landline phone, iPad and cameras for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the iPad, cameras and recording equipment belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- Images must be used in accordance with the Data Protection Act 1998 (please refer to the setting's document 'Guidance for settings on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998').
- It is good practice that cameras and recording equipment should be used where two or more staff members are present.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used.
- In circumstances where there is a suspicion that the material on the setting's mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- The setting's iPad and cameras remain the property of the setting at all times and should not be taken off of the premises (with the exception of visits and outings).
- Only staff working at Great Wilbraham C of E Primary School can use the school equipment to record or take photographs of children unless otherwise given permission by the Headteacher.

7. Leadership and management

7.1. Roles and responsibilities

Headteacher

- To oversee and approve Online Safety Lead revision of document
- To ensure safeguarding of the school and use of technology on site
- To address any issues that arise through use of technology on site or using school property

Leadership

- To be informed of latest online safety issues and advice
- To inform staff of the expectations

Staff

- To adhere to the expectations stated in the policy below

Parents

- To contact the school in the event of issues

Children:

- To contact the school in the event of issues
- To adhere to the expectations of the policy

7.2. Continuing professional development

Staff needs in CPD in relation to online safety may come through performance management, recognition of a whole school need or through the needs of individual pupils but will certainly be reviewed on an annual basis through safeguarding training.

7.3. Inclusion and equal opportunities

Some staff may need additional digital technologies to assist them with their day to day teaching and this would be facilitated in communication with the SLT.

7.4. Safeguarding

The safety of children is paramount in all situations. We stringently follow safeguarding procedures and annually review our processes and update staff about any new issues.

7.5. Health and safety





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Any concerns of inappropriate use of digital technologies should be reported to the Headteacher or the Office. Risk assessments are undertaken to ensure there is a safe working environment. Great Wilbraham CE Primary School is committed to safeguarding and promoting the welfare of all children.

7.6. Reviewing and monitoring

This policy will be renewed biennially in accordance with updates on online safety arrangements.

7.7. Communication

This policy has been created and reviewed by the Online Safety Lead through consultation with the Headteacher before being taken to the Full Governing Body for ratification.

8. **Staff agreement form for any use digital technology**

This includes any digital technologies in school such as email, internet, Microsoft Teams, learning platforms, software, equipment and includes implementing home learning remotely.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any school business.
(This is currently: SIMS central Hosting (Cambridgeshire Education Portal).
- I will only use the approved school email, school Learning Platform or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will access school resources remotely (such as from home) only through the LA / school approved methods and follow e-security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.





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- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's e-safety curriculum into my teaching.
- I will alert the school's named child protection officer / relevant senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to the Head Teacher and/or e-safety co-ordinator.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.
- I understand that failure to comply with this agreement could lead to disciplinary action.

9. Links to other policies

- 9.1. Child protection
- 9.2. Safeguarding
- 9.3. Computing

10. Appendices

- 10.1. Staff agreement form
- 10.2. Staff advice for use of phone calls
- 10.3. Staff advice for use of email
- 10.4. Staff advice for use of video calls (Teams), recorded messages and lessons
- 10.5. Teams meetings protocols for staff and children





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Appendix 10.1 Staff agreement form

Acceptable Use Policy: Staff agreement form

User Signature

I agree to abide by all the points within the Acceptable Use Policy.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety policies.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature Date

Full Name (printed)

Job title

School

Authorised Signature (Head Teacher)

I approve this user to be set-up.

Signature Date

Full Name (printed)





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Appendix 10.2 Staff advice for use of phone calls

Guidance for staff with permission to phone parents

What it is:

- An opportunity to give children and families a point of contact.
- An opportunity for parents to share their feedback of home learning with their teacher.
- An opportunity for teachers to offer motivational praise to children
- An opportunity for teachers to give guidance to parents about the home learning.

What it is not:

- A counselling service for parents
- A place to receive parenting tips
- A place to vent parents frustration with the current situation
- A place for parents to complain about or demand extra home learning
- A vehicle for detailed feedback on home learning
- A social media relationship

Safeguarding Consideration:

- Teachers emotional well-being and wish to solve parents' problems
- Parents using contact as an emotional crutch
- Content may indicate parents acting in an abusive manner (Child protection)
- Teachers becoming too familiar with parents and barriers being blurred
- Teachers feeling obliged to call more than once every two weeks – unless they are FSM children or families where you have concerns

Compulsory protocol:

- DO NOT CALL WITHOUT WITHOLDING YOUR NUMBER – either use 141 before your home number, change the settings on your mobile or use the school phone to make your calls
- Teachers will not maintain this contact during weekends, periods of leave or when ill.
- Where SEND queries become complex, contact SENDCo/RB.
- KEEP CONVERSATIONS TO HOME LEARNING AND PRAISE TO THE CHILDREN ONLY
- DO NOT engage in long email conversations with any parents.
- DO NOT call after 4pm.
- DO NOT call after you have consumed alcohol, even if you consider it safe.
- USE your title and surname
- DO NOT SHARE PERSONAL INFORMATION – remember you need a professional relationship.
- DO NOT SHARE TELEPHONE NUMBERS.
- FORWARD any safeguarding concerns to DSLs immediately and ring if you are really worried
- SLT will review this service after 4 weeks and the impact on teachers' workload

Suggested conversation:

Hello this is Mr/Mrs/Miss/Mx xxxxxxxx from GWPS, how are you?

How is everyone in the household? Keeping safe and well?

How are the children coping?

How is the home learning going?

Is there anything we can help with?

Have you got any questions?

Would xxxx (child/ren) like to talk on speakerphone?

When talking to the children ask about how they are getting on with their home learning, what they have enjoyed, anything they have done aside from home learning, have they been helping parents by getting on with their work etc.

Excel spreadsheet containing these questions can be completed with notes as evidence





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Appendix 10.3 Staff advice for use of email

Guidance for staff with permission to email parents

What it is:

- An opportunity to give children and families a point of contact.
- An opportunity for parents to share their home learning with their teacher.
- An opportunity for teachers to offer motivational praise to children
- An opportunity for teachers to give guidance to parents if they do not understand the home learning or need some differentiation for SEND children.
- An opportunity for teachers to politely ask parents how they are getting on with the home learning in situations where no work is being received. (Please note - These emails should all be logged using usual school procedures.)

What it is not:

- A counselling service for parents
- A place to receive parenting tips
- A place to vent parents frustration with the current situation
- A place for parents to complain about or demand extra home learning
- A vehicle for detailed feedback on home learning
- A social media relationship

Safeguarding Consideration:

- Teachers emotional well-being and wish to solve parents' problems
- Parents using this email contact as an emotional crutch
- Content of email may indicate parents acting in an abusive manner (Child protection)
- Teachers becoming too familiar with parents and barriers being blurred
- Teachers feeling obliged to reply instantly – not enabling a break from work

Compulsory protocol:

- DO NOT SET UP YOUR CLASS EMAIL ON YOUR PHONE – only ACCESS FROM COMPUTER
- Do not use your teacher account for parental correspondence, use only class named account.
- Access parent emails on class email accounts TWICE A DAY – no more than 2 hours each time..
- Parents are informed all email correspondence will be responded to WITHIN 24 hours.
- Teachers will not maintain this contact during weekends, periods of leave or when ill.
- Where SEND queries become complex or you do not feel confident responding, contact SENDCo/RB.
- KEEP CONVERSATIONS TO HOME LEARNING AND PRAISE TO THE CHILDREN ONLY
- Reply to work sharing with one short positive comment do not give any further feedback.
- DO NOT engage in long email conversations with any parents.
- DO NOT send emails late in the evenings.
- DO NOT send any emails after you have consumed alcohol, even if you consider it safe.
- USE your title and surname and not first names
- DO NOT SHARE PERSONAL INFORMATION – remember you need a professional relationship.
- DO NOT SHARE TELEPHONE NUMBERS or CALL PARENTS unless granted permission to do so by RB.
- FORWARD any safeguarding concerns to DSLs immediately and ring if you are really worried
- SEND ANY EMAILS that raise concerns to the HT and stop any further communication. No judgement will be made so do not worry if this happens, even if you think you caused this!
- SLT will review this service after 4 weeks and the impact on teachers' workload





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Appendix 10.4 Staff advice for use of video calls (Teams), recorded messages and lessons

Guidance for staff with permission to video messages/ recorded lessons/live Teams meetings

What it is:

- An opportunity to give children and families a point of contact.
- An opportunity for teachers to offer motivational praise to children
- An opportunity for teachers to give guidance to families on the learning activities.
- An opportunity for teachers and children to get together and see each other

What it is not:

- A counselling service for parents
- A place to receive parenting tips
- A place to vent parents frustration with the current situation
- A place for parents to complain about or demand extra home learning
- A vehicle for detailed feedback on home learning
- A social media relationship

Safeguarding Consideration:

- Teachers emotional well-being and wish to solve parents' problems
- Parents using this email contact as an emotional crutch
- Content of email may indicate parents acting in an abusive manner (Child protection)
- Teachers becoming too familiar with parents and barriers being blurred
- Teachers recording from home may wish to have a neutral background

Compulsory protocol:

- DO NOT SET UP TEAMS MEETINGS ON YOUR PHONE – only ACCESS FROM COMPUTER
- Do not use your teacher account for parental correspondence, use only class named account.
- Teachers will not maintain this contact during weekends, periods of leave or when ill.
- Where SEND queries become complex or you do not feel confident responding, contact SENDCo/RB.
- KEEP CONVERSATIONS TO HOME LEARNING AND PRAISE TO THE CHILDREN ONLY
- Reply to work uploaded to Teams
- DO NOT engage in long email conversations with any parents.
- DO NOT arrange Teams meetings outside of school hours.
- DO NOT video message or live message after you have consumed alcohol, even if you consider it safe.
- USE your title and surname and not first names
- DO NOT SHARE PERSONAL INFORMATION – remember you need a professional relationship.
- FORWARD any safeguarding concerns to DSLs immediately and ring if you are really worried
- ANY safeguarding concerns raise them with the HT. No judgement will be made so do not worry if this happens, even if you think you caused this!
- SLT will review this service after 4 weeks and the impact on teachers' workload





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Appendix 10.5 Teams meeting ground rules

Teams Meeting Ground Rules



Lucky Little Learners

For adults

- Please ensure your child follows these ground rules and that they are appropriately dressed
- Remember this is for the **children** not for you to communicate with teachers
- If you need to speak to a teacher, use the office and someone will get back to you

