



ACCEPTABLE USE POLICY

HEAD TEACHER: SARA LLEWELLYN

DATE REVIEWED: 31st JANUARY 2019

DATE OF NEXT REVIEW: 30 JANUARY 2020

**ALL, STAFF HAVE ACCESS TO THIS POLICY AND
SIGN TO THE EFFECT THAT THEY HAVE READ AND
UNDERSTOOD ITS CONTENT**

Acceptable Use Policy

- The purpose of Internet access in schools is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Access to the Internet and use of technology such as cameras are necessary tools for staff and an entitlement for students who show a responsible and mature approach. It is our aim to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.
- This Acceptable use policy should be read in relation to the school's Online Safety Policy and Safeguarding Policy and relates to other policies including Anti-Bullying and the school's complaints procedures.
- The computer system is owned by the school, and may be used by students to further their education and by staff to enhance their professional activities including teaching, research, administration and management.
- The school's Internet Acceptable use policy has been drawn up to protect all parties - the pupils, the staff and the school.
- All Internet activity should be appropriate to staff professional activity or the student's education
- Personal details should remain private and should not be made available to other using the Internet
- Access should only be made via the authorised account and password, which should not be made available to any other person
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems is forbidden
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden

- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden;

Mobile Phones

- The Llewellyn School and Nursery allows staff to bring in personal mobile telephones and devices into the school
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are left on silent with their personal belongings throughout contact time with children.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time
- The phone numbers of the mobile in the nursery and school room should be given to all people likely to need a staff member during school time.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Head Teacher
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head teacher.
- Concerns will be taken seriously, logged and investigated appropriately.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's disciplinary action.

Photographs

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their successes should be only taken on the school mobile provided for the purpose. It is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Images taken on this mobile must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the security of the mobile
- Images taken and stored on the mobile must be downloaded as soon as possible

Failure to comply with these rules will result in one or more of the following:

- (a) Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Head teacher in accordance with the school's disciplinary procedures

(b) Any other action decided by the Head and Governors of The Llewellyn School and Nursery including police involvement

This policy was adopted by: The Llewellyn School and Nursery	Date: 19th May 2016
Reviewed on: 31st January 2019	Signed: S J Llewellyn
To be reviewed: 30 th January 2020	