

Dear staff,

At Palace Wood Primary School we recognise that staff can be vulnerable to online risks. Social media can blur the definitions of personal and working lives; it is important that all members of staff at Palace Wood Primary School take precautions to protect themselves both professionally and personally online. We request that all members of staff:

- Are conscious of their own professional reputation and that of the school when online.
 - All members of staff are strongly advised in their own interests to take steps to ensure that their personal information and content is not accessible to anybody who does not or should not have permission to access it.
 - Content shared online cannot be guaranteed to be “private” and could potentially be seen by unintended audiences. This could have consequences including civil, legal and disciplinary action being taken.
- Are aware that as professionals, we must ensure that the content we post online does not bring the school or our professional role into disrepute and does not undermine professional confidence in our abilities.
 - The teaching standards state that as professionals we should be achieving the highest possible standards in our conduct, act with honesty and integrity and forge positive professional relationships.
- All Staff be careful when publishing any information, personal contact details, video or images online.
 - It is very important to be aware that sometimes content shared online, even in jest, can be misread, misinterpreted or taken out of context, which can lead to complaints or allegations being made. Don't be afraid to be yourself online but do so respectfully.
 - Ensure that the privacy settings of the social media sites you use are set appropriately.
 - Consider if you would feel comfortable about a current or prospective employer, colleague, child in your care or their parent/carer, viewing or sharing your content. If the answer is no, consider if it should be posted online at all.
- Do not accept pupils (past or present) or their parents/carers as “friends” on a personal account.
 - You may be giving them access to your personal information and allowing them to contact you inappropriately through unregulated channels. They may also be giving you access to their personal information and activities which could cause safeguarding concerns.
 - If you have a pre-existing relationship with a child or parent/carer or any other situation that may compromise this, speak to the Designated Safeguarding Leads (Miss Ridout, Mr Chatley, Mrs Root and Mrs Vincett).
- Always use a work provided email address or phone number to contact children and parents – this is essential to protect yourself as well as the wider community. In the case of COVID-19 lockdown, please ensure your phone number is withheld when making work phone calls.
- If you are concerned about a child's wellbeing or online behaviour, please speak to the Designated Safeguarding Leads (Miss Ridout, Mr Chatley, Mrs Root and Mrs Vincett).

- If you are targeted online by a member of the community or are concerned about a colleague, then please speak to the headteacher and/or chair of governors Stuart Russell.
- If you are unhappy with the response you receive, or do not feel able to speak to the Designated Safeguarding Lead, headteacher or chair of governors then we request you follow our Whistleblowing procedure – please see policy in the staffroom.
- If you have any questions regarding online conduct expected of staff, please speak to the Designated Safeguarding Lead (Miss Ridout, Mr Chatley, Mrs Root and Mrs Vincett).

Documents called “Cyberbullying: Supporting School Staff”, “Cyberbullying: advice for headteachers and school staff” and “Safer professional practise with technology” are available in the staffroom to help you consider how to protect yourself online.

Please photocopy them if you want or download the documents directly from:

- www.childnet.com/teachers-and-professionals/for-you-as-a-professional
- www.gov.uk/government/publications/preventing-and-tackling-bullying
- www.saferinternet.org.uk
- www.kscb.org.uk/guidance/online-safety

Additional advice and guidance for professionals is available locally through the Education Safeguarding Service or nationally through Professional Unions and/or the Professional Online Safety helpline www.saferinternet.org.uk/about/helpline

I would like to remind all staff of our Acceptable Use Policy and the importance of maintaining professional boundaries online. Failure to follow this guidance and the school code of conduct could lead to disciplinary action; it is crucial that all staff understand how to protect themselves online.

Please speak to your line manager, the Designated Safeguarding Leads or myself if you have any queries or concerns regarding this.

Yours sincerely,

Headteacher

Staff Acceptable Use Policy

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. 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.
3. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will respect system security and will not disclose any password or security information. I will use a 'strong' password to access school systems. A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system. Your laptop password should be changed termly. **The password for your laptop MUST NOT BE PASSWORD.**
5. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
6. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection legislation (including GDPR).
 - This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site must be done so using an encrypted memory stick.
 - Any images or videos of pupils will always reflect parental consent.
 - If I choose to take my laptop offsite, I will not leave it in sight e.g. if I take the laptop in my car, it must be locked in the boot.

7. I will not keep documents which contain school-related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the School Learning Platform to upload any work documents and files via VPN.
8. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
9. I will respect copyright and intellectual property rights.
10. I have read and understood the school's online safety policy which covers the requirements for use of mobile phones and personal devices and safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of learners within the classroom and other working spaces.
11. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the Designated Safeguarding Leads (Miss Ridout, Mr Chatley, Mrs Root and Mrs Vincett).
12. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, I will report this to the headteacher and ICT Support Provider/Team/lead as soon as possible.
13. My electronic communications with current or past pupils, parents/carers and other professionals will take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
 - o All communication will take place via school approved communication channels, such as a school provided email address or telephone number, and not via my personal devices or communication channels, such as personal email, social networking or mobile phones.
 - o Any pre-existing relationships or situations that may compromise this will be discussed with the Designated Safeguarding Leads (Miss Ridout, Mr Chatley, Mrs Root and Mrs Vincett).
14. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.

- I will take appropriate steps to protect myself online as outlined in the social media section of this policy and will ensure that my use of IT and the internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school code of conduct/behaviour policy and the Law.
15. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
 16. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
 17. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the Designated Safeguarding Leads (Miss Ridout, Mr Chatley, Mrs Root and Mrs Vincett).
 18. I understand that my use of the school information systems, including any devices provided by the school, including the school internet and school email, may be monitored and recorded to ensure the safety of children and staff and to ensure policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
 19. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance. Where it believes unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour may be taking place, the school may invoke its disciplinary procedures. If the school suspects criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

For staff running official school social media accounts

1. As part of the school's drive to encourage safe and appropriate behaviour in the use of today's technology, I will support the school's approach to online safety. I am aware that the Twitter is a public and global communication tool and that any content posted may reflect on the school, its reputation and services.
2. I will not use the Twitter feed to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.

3. I will not disclose information, make commitments or engage in activities on behalf of the school without authorisation from the school Designated Safeguarding Leads (Miss Ridout, Mr Chatley, Mrs Root, Mrs Ball and Mrs Vincett). The headteacher retains the right to remove or approve content posted on behalf of the school.
4. I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.
5. I will follow the school's policy regarding confidentiality and data protection/use of images.
 - This means I will ensure that the school has written permission from parents/carers before using images or videos which include any members of the school community.
 - Any images of pupils will be taken on school equipment, by the school and in accordance with the school image policy. Images which include pupils will only be uploaded by the school via school owned devices.
6. I will promote online safety in the use of Twitter and will help to develop a responsible attitude to safety online and to the content that is accessed or created. I will ensure that the communication has been appropriately risk assessed and approved by the Designated Safeguarding Lead/headteacher prior to use.
7. I will set up a specific account/profile using a school provided email address to administrate the website/Twitter page and I will use a strong password to secure the account. Personal social networking accounts or email addresses will not be used.
 - The school Designated Safeguarding Lead and/or headteacher will have full admin rights to Twitter/website.
8. Where it believes unauthorised and/or inappropriate use of the school website/Twitter feed or unacceptable or inappropriate behaviour may be taking place, the school will exercise the right to ask for the content to be deleted or deactivated.
9. I will ensure that the content and channel is suitable for the audience and will be sensitive in the tone of language used and will ensure content is written in accessible plain English.
10. I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the headteacher and/or Designated Safeguarding Lead urgently.
11. I will ensure that the Twitter/website is moderated on a regular basis as agreed with the school Designated Safeguarding Lead.

12. I have read and understood the school online safety policy which covers the requirements for safe IT use, including using appropriate devices and the use of social media. I have ensured that the site has been suitably risk assessed and this use has been agreed by the headteacher.
13. If I have any queries or questions regarding safe and acceptable practise online I will raise them with the Designated Safeguarding Leads (Miss Ridout, Mr Chatley, Mrs Root and Mrs Vincett).
- COVID: Staff advice for 'live' online sessions with children during lockdown:
 - *No 1:1 lessons should take place, groups only.*
 - *Staff and children must wear suitable clothing, as should anyone else in the household.*
 - *Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.*
 - *Language must be professional and appropriate, including any family members in the background.*
 - *Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.*
 - *The children are not allowed to attend the meeting before the host*
 - *All sessions are password protected*
 - *Staff must have their name set to a suitable name for parents and children to see.*
 - *Lessons are recorded and posted on Microsoft Teams which can only be accessed by a school given login and password.*

I have read, understood and agreed to comply with Palace Wood Primary School's Staff Acceptable Use Policy

Name: Signed: Date:



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PRIMARY SCHOOL

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