

St Joseph's Catholic Primary School

Staff User Agreement (ICT)



To be agreed and signed by all members of staff employed at St Joseph's Primary

School, Birkenhead

Agreement written February 2015



This User Agreement (ICT) is to be used by all staff employed at St Joseph's Catholic Primary School. It constitutes an agreement to adhere to the school E-Safety Policy as well as meet the requirements set out here within. This User Agreement is to protect staff, pupils and the school within all areas of E-Safety. The Agreement is set out by section and covers areas such as social media, internet usage, equipment and devices, and all future technologies used to store, send and receive electronic data.

Internet Use

- The school owns the Network and as such can set the rules for its use.
- Any computer, laptop or tablet issued remains the property of the school
- The network can be, and is monitored through Wirral LA
- Any Network Internet searches during lessons must have an educational justification
- Any use of the Network Internet to download illegal material, including but not limited to: child pornography, extremist websites, or websites used for the purchase of illegal narcotics or firearms could lead to dismissal
- Any use of the Network Internet to access material not suitable for an educational setting, including but not limited to: pornography, gambling or racially offensive websites may lead to written formal warnings
- Any use of the Network Internet for 'cyber bullying' through, for example, social media accounts, e mails or comments sections may lead to written warnings and/or dismissal
- The Network Internet may be used for personal web browsing, providing no pupils are present and at a suitable time e.g. lunch break, and at the headteachers discretion. 'Personal web browsing' is deemed to be Network internet use which does not have an educational justification but does not fall within the restrictions outlined above. This may include for example: Airline flight research, online shopping, checking personal e mail accounts, restaurant reservations etc
- If the internet is accessed on a personal device and not using the School Network Internet (for example a 4G connection on a mobile phone) similar exclusions apply when on site. Illegal or inappropriate material must not be accessed, instances of cyber bullying may lead to warnings and no access should take place in the presence of pupils.



E-Mail

- Each member of staff has been given an @stjosephs e mail address
- Staff are to use only this account to send and receive any communication relating to school business
- No personal e mails accounts are to be used for school business
- Staff are reminded of the importance of using professional and polite language when using e mail. By sending e mails from this account, staff represent the school. However, the school is not responsible for the content of e mails
- The e mail address is not to be shared with parents or pupils
- The e mail accounts are not to be used to engage in or forward e mails of a non professional nature e.g. 'humorous' videos, pictures, links etc
- Staff are expected to be vigilant when entering addresses in the 'to' section to ensure that mail is sent only to the intended recipients. This is particularly pertinent when sending information regarding pupils or staff
- Staff are expected to check their e mail regularly as communication will primarily be through this system. This is to speed up the communication process as well as help the school become more eco friendly by reducing paper copies
- The staff e mail accounts are not to be used to sign up to any social media sites. The only exception to this is the designated member of the SLT who is the administrator for the school Twitter account

Mobile Phones

- Mobile phones are not to be used in the presence of pupils
- The only exception to this is in the case of an emergency. During school trips off site, a school mobile will be taken and when in school the school office will make any necessary calls. However, in rare and extreme emergency cases a personal mobile phone may be used to contact emergency services/school/parents/other members of staff
- During the school day personal mobile phones should be kept secure in cupboards or drawers etc and kept on 'silent'
- In the event of an emergency in which a member of staff needs to be contacted by a family member, in the first instance, they should be contacted via the school office. However, in exceptional circumstances, and with the agreement of the headteacher, they may leave their phone on and accessible
- The school will not be held responsible for loss/damage to any mobile phone or other electronic device brought in by staff
- Mobile phones must not be used to take photographs or videos of pupils



Social Media

- Staff are expected to adhere to all strands set out in the DfE Document 'Teachers' Standards' in particular those set out in Part Two – 'Personal and Professional Conduct', for the case of this agreement, in relation to E-Safety and online media
- Members of staff should not use any form of social media, current or future, to misrepresent the views of the school, or voice an opinion which goes against school policy
- Staff should acknowledge that by being employed by the school, they represent the school and therefore are required to ensure their online profile is suitable and appropriate
- All staff should represent themselves in a manner befitting a respected and professional member of an educational setting.
- Privacy settings should be set to 'high' to ensure public access to personal information/pictures is limited
- Staff should not 'add/friend/follow/be followed' etc any pupil or parent of current pupils. The school does acknowledge that past pupils/parents may in later years become friends/colleagues. In this case it is the responsibility of the member of staff to ensure that the age restrictions of the particular site are met, and that no sensitive or protected information is shared. Staff need to also be vigilant as by 'friending' someone, that person may have links via social media to other people who should not have access
- It would be good practice/advisable to inform the headteacher if connected by social media to a past pupil/parent
- No member of staff should refer to pupils either by name or inference. Such incidents may result in formal warnings/disciplinary procedures
- As referenced in the Teachers' Standards, but applying to all staff employed by the school, social media should not be used to "undermine British values, including democracy, the rule of law, individual liberty, and mutual respect, and tolerance of those with different faiths and beliefs"
- No images of the school or pupils should be posted on social media websites (with the exception of the official St Joseph's Twitter account)

Photographs/Videos

- Photographs/videos of pupils should not be taken on personal equipment (with the exception of the designated member of SLT who runs the school Twitter account. In such case, when a photograph/video is taken, the headteacher will be informed and shown the picture)
- Photographs/videos should only be stored on the school network or encrypted data sticks
- Photographs/videos may be submitted only via school e mail account to the website and Twitter hosts in order to post on the school website or Twitter
- Any child whose parent has opted out of the photograph/video permission slip must not be photographed.
- No photograph/video of an individual child should be taken without at least 2 adults present
- No photographs/videos should be taken when a pupil is undressed/vulnerable e.g. getting changed for P.E., visibly upset



This section is to be detached, signed and dated and then given to the office to be kept on file

This Agreement is considered binding and all staff must adhere to the conditions set out within. Where a member of staff is found to be in violation of any terms the headteacher, governors, Local Authority and police will be notified as required and appropriate actions taken. This Agreement relates to currently existing devices and sites, but extends to and includes any future technologies and sites.

Once signed and agreed to, this document will be in place for the duration of employment at the school. It does not need to be resigned on a yearly basis, however if the agreement needs to be changed/adapted/rewritten following an incident or development, staff will be asked to resign any updated version.

I have read and understand the conditions set out above relating to my roles and responsibilities in the area of ICT and E-Safety.

I agree to adhere and follow the agreement and policies of St Joseph's Primary School relating to ICT and E-Safety.

I am aware of the school whistleblowing policy and procedures.

Name _____

Role _____

Signed _____

Dated _____