

North Mundham Primary School

Staff Acceptable Use Policy



1. I have read and understood North Mundham school's full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Mrs Gordon the Headteacher (if by an adult).
3. I will follow the guidance in the Safeguarding and Online Safety policies for reporting incidents: I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handling incidents and concerns about a child in general, sharing nudes and semi-nudes, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.
4. I will take a zero-tolerance approach to all forms of child-on-child abuse, not dismissing it as banter - this includes bullying, sexual violence and harassment - and maintain an attitude of 'it could happen here'.
5. I will be mindful of using appropriate language and terminology around children when addressing concerns, including avoiding victim-blaming language
6. I understand the responsibilities listed for my role in the school's Online Safety policy. This includes promoting online safety as part of a whole school approach in line with the RSHE curriculum, as well as safeguarding considerations when supporting pupils remotely.
7. During remote learning:
 - I will not behave any differently towards students compared to when I am in school. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.
 - I will not attempt to use a personal system or personal login for remote teaching or set up any system on behalf of the school without SLT approval.
 - I will not take secret recordings or screenshots of myself or pupils during live lessons.
 - I will conduct any video lessons in a professional environment as if I am in school. The camera view will not include any personal information or inappropriate objects and where possible to blur or change the background, I will do so.
 - I will log and report any issues for live lessons immediately to the Designated Safeguarding Lead (if by a child) or Mrs Gordon, the Headteacher, (if by an adult), if anything inappropriate happens or anything which could be construed in this way. This is for my protection as well as that of students
8. I understand that in any periods of home learning, school closures or potential lockdowns, there is a greater risk for grooming and exploitation as children spend more time at home and on devices; I must play a role in supporting educational and safeguarding messages to help with this.
9. I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices, systems and logins on my own devices and at home (regardless of time, location or connection), including encrypted

content, can be monitored/captured/viewed by the relevant authorised staff members.

10. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media, e.g. by:
 - not sharing other's images or details without permission
 - refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
11. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety policy. I will report any breach of this by others or attempts by pupils to do the same to Mrs Gordon, the Headteacher.
12. Details on social media behaviour, the general capture of digital images or videos and on my use of personal devices is stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to school, I will not do it and seek guidance from the DSL.
13. I understand the importance of upholding my online reputation, my professional reputation and that of the school), and I will do nothing to impair either.
14. I agree to adhere to all provisions of the school Data Protection policy at all times, whether or not I am on site or using a school device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords or logins and other access, never share credentials and immediately change passwords and notify Mrs Prince if I suspect a breach. I will only use complex passwords and not use the same password as for other systems.
15. I will not store school-related data or images on personal devices, storage or cloud platforms. USB keys are not allowed, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times. Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.
16. I will never use school devices and networks/internet/platforms/other technologies to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.
17. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature.
18. I understand and support the commitments made by pupils, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.
19. I understand that breach of this AUP and/or of the school's full Online Safety policy here may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.