



# St. Jude's Church of England Primary School

Regent Road, Herne Hill, London SE24 0EL

Tel: 0207 274 2883 ~ E-mail: [admin@stjudes.lambeth.sch.uk](mailto:admin@stjudes.lambeth.sch.uk)

Headteacher: Miss Alexandra New ~ Deputy Headteacher: Mr David Winn

## Acceptable Use of Technology Code of Conduct

### **Introduction**

ICT in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. **All staff at St Jude's C of E Primary School are aware of the following responsibilities:**

- All Staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All Staff, Governors and visitors understand that it is a disciplinary offence to use the school ICT equipment for any purpose not permitted by its owner.
- No Staff, Governors or visitors will disclose any passwords provided to them by the school.
- All Staff, Governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Governors and visitors will not install any hardware or software on any school owned device without the Headteacher's permission.
- All Staff, Governors and visitors understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all school owned devices. If an e-Safety incident should occur, staff will report it to the Senior or Deputy Designated Lead for Child Protection as soon as possible.
- All Staff, Governors and visitors will only use the school's email / internet / intranet etc and any related technologies for uses permitted by the Headteacher or Governing Body. If anyone is unsure about an intended use, they should speak to the Headteacher beforehand.
- All Staff, Governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body. No passwords should be divulged and memory sticks should also be encrypted.
- Personal devices must only be used in the context of school business with the explicit permission of the Headteacher. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business. Each class has a digital camera specifically for this purpose. These school cameras must NEVER be used for personal use.
- All Staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All Staff, Governors and visitors will only use the approved email system for school business.
- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. At the start of each year, our parents are asked to sign if they agree to their children's images being used on our website or in the local press. If a parent does not agree to this, we ensure that their child's photograph is not used.





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- To ensure that children's photographs are kept private parents are not permitted to take photos of children in classrooms, learning spaces or on school trips. Photographs of school trips will be shared on the newsletter and school website.
- Parents are permitted to take photographs at school events such as assemblies, productions and celebrations. These images and the name of the school must not be shared on social media.
- Photography or filming by agencies external to the school or parents and friends will only take place with the permission of the Headteacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a reason to do so (e.g. they have won a prize), and home addresses will never be given out.
- Filming by parents and the wider community at school events, such as sports days and school productions, are not allowed. When possible, official footage will be taken by the school, which will then be made available to parents soon after the event.
- All Staff, Governors and visitors will make every effort to comply with copyright and intellectual property rights.
- All Staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Senior or the Deputy Designated Lead in line with our school's Safeguarding Policy.

***I acknowledge that I have received a copy of the Acceptable Use Code of Conduct, and read and understood its contents.***

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Created: September 2017

Review Date: September 2019

