



**Cramlington Village Primary School**

**ICT Policy (including Acceptable Use)**

**June 2020**



## “Empowering everyone to achieve”

<b>Policy Title</b>	ICT Policy
<b>Policies that inter-relate</b>	Able, Gifted and Talented Equality
<b>Legal and Statutory documents linked</b>	N/A
<b>Governor Committee responsibility</b>	Education
<b>Date of last review</b>	July 2020
<b>Reviewer name and position</b>	Angela Hall, Admin and Marketing Manager
<b>Date of next review</b>	July 2021
<b>Date approved by Governors</b>	
<b>Audit file updated (date and name)</b>	

Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is the most important.

**Bill Gates**

**Information and Communication Technology Co-ordinator:**  
Angela Hall



## **Rationale**

At Cramlington Village Primary School we are committed to providing our children with the most effective, innovative, up to date technologies possible to support and enhance their learning, providing creative ways for them to learn and extend their knowledge beyond the classroom. We embrace technology and use it effectively in all aspects of our unique ethos. Our approach is not traditional. It is built around our desire to provide our children with the most effective resources possible. We understand and appreciate that we live in a rapidly changing world and as such we have invested in technology that we can adapt as these changes occur. We will continue to invest in technology where it supports learning for our children and enhances their experiences.

## **Aims**

We aim to

- provide our children with a broad, balanced creative curriculum that enables them to develop key skills.
- develop our children's understanding of information and communication technology as a tool that can enhance and support learning.
- ensure that every child regardless of race, gender, culture, background or any disability receives equal opportunity to develop their ICT skills.
- challenge our pupils to use a range of information and technology resources to support and enhance their learning.
- provide our children with opportunities to work with industry professionals to develop their understanding of the importance of information and communication technology in the wider world.
- work collaboratively with both parents and children to use information and communication technology to share information and to maintain their safety.
- prepare children for independent learning in secondary school and support them to confidently use a range of collaborative online tools
- encourage our children to challenge their thinking and to use information and communication technology to enhance their learning across all curriculum areas.
- keep our children safe by educating them on e-safety and cyber bullying so that they may safely use technology to support and develop their learning
- educate staff on the importance of professional conduct and responsibility online to ensure that the professional reputation of the school and governing body is protected



## **Teaching and Learning**

At Cramlington Village Primary School we appreciate that children learn in different ways and we use a variety of approaches to teaching and learning when teaching information and communication technology. Our principal aim is to develop children's knowledge, skills, and understanding through practical play based activities.

Our children follow individualised learning plans and are provided with a range of opportunities that will enable them to explore information and communication resources to support their learning. They use information and communication technology throughout the school day to support and enhance their learning. The children have access to a suite of iPads to record video, take photographs and to add to their online learning journal. The iPads are also used to enable children to interact with stories and games and to reflect on their own learning

In upper KS2, the children have access to Chromebooks to prepare them for online independent learning in secondary school. They are supported to access a range of online collaborative tools through Google Classroom such as Google Docs, Google Sheets and Google pages.

We are fortunate to have an immersive room where children can interact with a variety of images and videos using large scale movements. This unique resource enables us to meet the needs of all of our children and is a key element of our unique educational offer. These interactive resources are particularly beneficial to children with sensory needs, and we aim to extend access to these resources daily for these children.

Our classrooms are equipped with Prowise Smart Boards that enable children to access interactive games, activities and resources whether independently or as part of a focused teaching activity. We have invested in a Management Information System (Integris) which staff use for a multitude of tasks including recording attendance, managing children's information and storing key policies and documents. Wherever possible, we involve the pupils in real life situations using information and communication technology, such as using a real camera to take photographs, or sending a real email and reading the response.

As a free school, we are not required to follow the National Curriculum, though we do use the Programme of Study for information and communication technology as a basis for our curriculum planning. Our curriculum is closely linked to the outcomes required under the National Curriculum to ensure we provide our children with the skills they need for life



together with meeting the requirements of the Department for Education. We feel that the structure of the information and communication curriculum is strong and that it provides us with an effective framework of objectives that enables our children to receive a broad and balanced information and communication technology education. We use the Statutory Framework for the Early Years Foundation Stage in Reception.

Children and teachers work to the objectives set out in the Early Years Foundation Stage Practice Guidance document 2020 which underpins the curriculum planning for Foundation Stage children. The National Curriculum Programme of Study for information and communication technology is used alongside the Early Years Foundation Stage Guidance in Year One ensuring continuity and progression from one framework to another.

Teachers plan for different groups; whole class, small groups, pairs and individuals. They use a Progression of Skills document to ensure each year group has a range of appropriate objectives aligned to their needs and age group. The key objectives relating to information and communication technology will be reflected in long, medium and short term planning. Short term (weekly) plans will list specific objectives for information and communication technology sessions or activities with ICT links, outlining details of what each group of children will be learning. Individualised experiences will also be planned relating to the children's interests and targets/next steps. Class teachers will keep these plans and throughout the year the class teacher and Information and Communication Technology Co-ordinator will discuss them on an informal basis.

We are committed to ensuring that our parents have access to as much technology as possible and are able to use it effectively to access information about their children. We have invested in Tapestry which is a user friendly system that enables parents to log on and access up to date observations and assessments of their children in the Early Years. Teaching staff are able to take photographs and record video and audio and upload that onto the system, providing parents with a unique opportunity to access up to date information and observational evidence. In KS1 and KS2, parents are encouraged to use Seesaw to enable their children to share work and individual reflections with their families. As much of our curriculum is underpinned by the technology that we use, we are committed to ensuring that all of our parents have access to the equipment needed. To facilitate this we are investigating ways of providing our parents with access to technology whether that is through links we make with local services in Cramlington e.g. library service or through the additional equipment we buy into school for parents to use.



## **Cross Curricular Links**

Information and communication technology skills underpin all aspects of our curriculum. Our connected curriculum allows children to explore these key skills through their individualised learning plans. The use of ICT to support and enhance learning can provide a huge level of stimulus and is integral to our ethos. Pupils have opportunities to use ICT to research ideas using the internet and to record experiments in science and drama activities using a range of recording devices. They will use iPad's and iPod touches to take photographs of their artwork and models. We will harness new technology as quickly as possible to support and inspire our children to learn, recognising that it is an ever-improving aspect of the world around us.

## **Expectations**

### **Early Years**

We have high expectations for all of our children which is in line with our school motto 'empowering everyone to achieve'. It is expected that the significant majority of children in Reception will be working within the Early Learning Goals (nationally expected level of attainment) by the end of the Reception year.

### **Key Stage One**

It is expected that children will be working at age related expectations by the end of Year Two.

### **Key Stage Two**

The expectation for children in Key Stage 2 is that they are working at age related expectations by the end of Year 6.

## **Inclusion**

We provide a broad and balanced curriculum that is accessible to all and that meets the needs of all children regardless of their background or level of attainment. We aim to provide challenging opportunities that are carefully planned to meet the needs of each individual child and that are matched to their interests. We set challenging targets and we respond to each child's individual learning needs. Assessment against the Progression of Skills document for information and communication technology allows us to consider each child's level of attainment and to plan opportunities to enable them to make progress. Our unique planning system enables us to support and challenge all children regardless of their level of attainment thus ensuring that all children are supported to achieve their true potential.



When progress falls significantly below the expected range we consider contributing factors e.g. gaps in coverage, lack of independent opportunities etc. It could also signify that a child has an underlying issue that is impacting on their ability to learn effectively. If our assessment process highlights that a child is falling below the expected level of attainment we will tweak our curriculum planning, adapt our approach etc to ensure that our teaching is more carefully matched to the child's needs and where necessary develop an Individual Education Plan to provide interventions where required to support a child's progress.

### **Equal Opportunities**

It will be ensured that equal opportunities in information and communication technology are addressed as follows:

- Pupils with special needs have equal access to the information and communication technology curriculum through the use of differentiated learning strategies and tasks. These are based on individual needs. More able pupils are planned for in line with our Gifted and Talented Policy. This is supported by our Equality policy.
- Specific teaching strategies are used to maximize access to the curriculum for pupils with EAL (English as an Additional Language)
- Gender equality is promoted by ensuring that both boys and girls have access to all aspects of the information and communication technology curriculum.

### **SEND**

For children with SEND, ICT can provide a means of reinforcing concepts and knowledge. ICT has excellent motivational potential for children experiencing learning difficulties or behavioural problems. To fully consolidate their skills, SEND children may require greater access to ICT in short, frequent sessions. At CVPS we deliver this through a range of resources including; Immersive Room, iPads, iPods, recordable microphones, bee bots, interactive whiteboards and other software programmes.

### **E-safety – including cyberbullying**

The Internet is an essential element in 21st century life for education, business and social interaction. ICT skills and knowledge are vital to access



life-long learning and employment; indeed ICT is now seen as a functional, essential life-skill along with English and Mathematics. All pupils should be taught to use the Internet efficiently and safely, and to develop a responsible and mature approach to accessing and interpreting information.

### ***The risks***

The Internet is an open communications channel, available to all. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it both an invaluable resource used by millions of people every day as well as a potential risk to young and vulnerable people. Much of the material on the Internet is published for an adult audience and some is unsuitable for pupils. At CVPS we are committed to provide pupils with as safe an Internet environment as possible and to teach pupils to be aware of and respond responsibly to any risk.

### ***The technologies***

New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet
- e-mail
- Instant messaging (Whatsapp, Snapchat, Houseparty)  
often using simple web cams
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites (Instagram, Facebook, Snapchat)
- Video broadcasting sites (Youtube)
- Gaming Sites (Roblox)
- Music download sites (iTunes, Spotify)
- Mobile phones with camera and video functionality
- Smart phones with email, web functionality and cut down 'Office' applications as well as broader apps for social media.

Although the majority of these are not used in school, staff and children should be aware of the risks involved when using these technologies. This should be taught during lessons to establish expected norms and how to access content safely.



## ***Roles and Responsibilities***

e-Safety is recognised as an essential aspect of strategic leadership in the school and the Principal, with the support of Governors, aims to embed safe practices into the culture of the school. The Principal ensures that the Policy is implemented and compliance with the Policy monitored.

Our ICT Coordinator ensures they keep up to date with e-Safety issues and guidance through government organisations. The school's e-Safety coordinator ensures the Principal is updated as necessary.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so children feel they are able to report any bullying, abuse or inappropriate materials.

All staff should be familiar with the schools' acceptable use and responsibilities policy included within this document.

## **Surfing the Web**

Use of the internet in response to an articulated need e.g. a question arising from work in class should be the norm. Search engines can be difficult to use effectively. The teacher will need to choose a topic with care, select the search engine and then discuss with pupils sensible search words, which should be tested beforehand. Children need to be taught how to filter search results appropriately, selecting data from reliable sources and understanding the recent rise in 'fake news' sites aimed at providing inaccurate data.

Although CVPS have strict filtering systems there are also child-friendly search engines available for added security e.g. <https://www.kiddle.co/>, <https://kidinfo.com/>

Pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering and monitoring, however CVPS:

- Fosters a 'No Blame' environment that encourages pupils to tell a teacher/responsible adult immediately if they encounter any material that makes them feel uncomfortable;
- Ensures pupils and staff know what to do if they find inappropriate web material i.e. to switch off device and report the content and associated site or app to the teacher or ICT co-ordinator;  
Has a clear, progressive e-safety education programme throughout all Key Stages. Pupils are taught a range of skills and behaviours appropriate to their age and experience, such as:
  - to STOP and THINK before they CLICK



- to expect a wider range of content, both in level and in audience;
  - to discriminate between fact, fiction and opinion;
  - to develop a range of strategies to validate and verify information before accepting its accuracy;
  - to skim and scan information;
  - to be aware that the author of a website / page may have a particular bias or purpose and to develop skills to recognise what that may be;
  - to know some search engines / websites that are more likely to bring effective results (for example the BBC for reliable news);
  - to know how to narrow down or refine a search;
  - [for older pupils] to understand how search engines work;
  - to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
  - to understand 'Netiquette' behaviour when using an online environment such as a 'chat' / discussion forum, i.e. no bad language, propositions, or other inappropriate behaviour;
  - to not download any files – such as music files - without permission;
  - to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, photographs and videos;
  - to have strategies for dealing with receipt of inappropriate materials.
- Ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must observe and respect copyright / intellectual property rights;
  - Runs a rolling programme of advice, guidance and training for parents, including:
    - in school newsletters; on the school website; demonstrations, practical sessions held at school;
    - suggestions for safe Internet use at home;
    - provision of information about national support sites for parents.

## Emails

Email is an essential means of communication for staff in CVPS. Directed email use in schools can bring significant educational benefits through increased ease of communication between staff, governors and parents.

In the school context, email should not be considered private and most schools reserve the right to monitor email. There is a balance to be achieved



between monitoring to maintain the safety of pupils and the preservation of human rights, both of which are covered by recent legislation.

CVPS;

- Does not publish personal email addresses of staff on the school website.
- If one of our staff or pupils receives an email that we consider is particularly disturbing or breaks the law we contact the police.
- Accounts are managed effectively, with up to date account details of users on the villageprimary domain.
- Pupils are taught about the safety and 'netiquette' of using email i.e.
  - not to give out their email address unless it is part of a school managed project or someone they know and trust and is approved by their teacher or parent/carer;
  - that an email is a form of publishing where the message should be clear, short and concise;
  - that any email sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper;
  - they must not reveal private details of themselves or others in email, such as address, telephone number, etc;
  - to 'Stop and Think Before They Click' and not to open attachments unless sure the source is safe;
  - the sending of attachments should be limited, the Google Drive should always be the preferred option.
  - that they must immediately tell a teacher / responsible adult if they receive an email which makes them feel uncomfortable, is offensive or bullying in nature;
  - not to respond to malicious or threatening messages,
  - not to delete malicious or threatening emails, but to keep them as evidence of bullying;
  - not to arrange to meet anyone they meet through email without having discussed with an adult and taking a responsible adult with them;
  - that forwarding 'chain' email letters is not permitted;
- Children (KS2) sign the school Agreement Form to say they have read and understood the e-safety rules, including email and we explain how any inappropriate use will be dealt with.
- Staff sign the User Agreement Form to say they have read and understood the e-safety rules, including email and how any inappropriate use will be dealt with.
- Using Digital Images and Video Safely



## Website

The school website is an important, public-facing communication channel. Many prospective and existing parents find it convenient to look at the school's website for information and it can be an effective way to share the school's good practice and promote its work. Procedures and practice need to ensure website safety. The Principal will oversee / authorise the website's content and check suitability. The Principal and the Admin and Marketing Manager have authority to upload content into sections of the website.

## Images

Most importantly, take care when using photographs or video footage of pupils on the school website. Consider using group photographs rather than photos of individual children. Do not use the first name and last name of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the school.

An easy rule to remember is:

- If the pupil is named, avoid using their photograph / video footage.
- If the photograph /video is used, avoid naming the pupil.
- If showcasing examples of pupils' work consider using only their first names, rather than their full names.
- Only use images of pupils in suitable dress to reduce the risk of inappropriate use.

In many cases, it is unlikely that the Data Protection Act will apply to the taking of images e.g. photographs taken for personal use, such as those taken by parents or grandparents at a school play or sports day (when approved). However, photographs taken for official school use, which are likely to be stored electronically alongside other personal data, may be covered by the Data Protection Act. As such, pupils and parents should be advised why they are being taken.

Parental permission should be obtained before publishing any photographs, video footage etc of pupils on the school website or in a DVD. This ensures that parents are aware of the way the image of their child is representing the school. A Parental Permission Form will be required. The school will hold a secure list of children that do not have parental permission for school photographs and will consult this before publishing.



Any children subject to a Child Protection or Care Plan or any other relevant status should not be photographed. The Principal should be referred to in all of these cases.

***Procedures:***

Use excerpts of pupils' work such as from written work, scanned images of artwork or photographs of items designed and made in technology lessons. This allows pupils to exhibit their work to a wider audience without increasing the risk of inappropriate use of images of pupils. Links to any external websites should be thoroughly checked before inclusion on a school website to ensure that the content is appropriate both to the school and for the intended audience. Remember that the content of websites can change substantially, even in a short space of time. Check all links regularly, not only to ensure that they are still active, but that the content remains suitable too.

Text written by pupils should always be reviewed before publishing it on the school website. Make sure that the work doesn't include the full name of the pupil, or reveal other personal information, such as membership of after school clubs or any other details that could potentially identify them. Although it may seem obvious, check that pupils' work doesn't contain any statements that could be deemed defamatory.

Ensure also that the school is not infringing copyright or intellectual property rights through any content published on the website. For example, using images sourced through Google, or using a Trademark for which copyright permission has not been sought.

If showcasing school-made digital video work, take care to ensure that pupils are not referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Digital images - Staff should not use their personal phone, camera or any other devices with photograph/recording capabilities without permission e.g. for a school field trip. Phones should also not be used in school, they are to be locked within staff lockers provided for the duration of school (8:30-3:30). If personal equipment is being used for a school excursion it should be registered with the school and a clear undertaking that photographs will be transferred to the Google drive and will not be stored at home or on memory sticks and used for any other purpose than school approved business.

Digital images / video of pupils need to be stored securely on the Google Drive and old images deleted after a reasonable period, or when the pupil has left the school.



When saving pictures, ensure that the image file is appropriately named. Do not use pupils' names in image file names or in <ALT> tag references when published on the web. [An ALT tag is the HTML text describing a displayed image, used mostly for reasons of accessibility, since the tag can be voiced by screen readers].

Staff and pupils should report any inappropriate use of images to the ICT Coordinator.

In this school:

- The Principal takes overall editorial responsibility to ensure that the website content is accurate and quality of presentation is maintained;
- Uploading of information is restricted to the Principal
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- The point of contact on the website is the school address and telephone number. Home information or individual email identities will not be published;
- Photographs of children published on the web do not have full names attached;
- We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement from when their daughter / son joins the school;
- Digital images /video of pupils are stored in the shared Gmail account under the villageprimary domain
- We do not use pupils' names when saving images in the file names or in the <ALT> tags when publishing to the school website;
- We do not include the full names of pupils in the credits of any published school produced video materials / DVDs;
- Staff sign the school's Acceptable Use Policy (included below) and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils;
- Pupils are taught about how images can be abused in their e-Safety learning sessions.



## **Staff Acceptable Use & Responsibilities Policy**

### **1) Access**

- 1.1 As a staff member at CVPS, I have access to a range of IT resources which can change from time to time depending on resource allocation.
- 1.2 An accredited, filtered Internet connection from any computer in school
- 1.3 A personal @villageprimary.org email account via gmail
- 1.4 Access to network printers.

### **2) E-Safety**

- 2.1 I will regularly remind pupils of key e-safety messages such as 'never give out personal details online'.
- 2.2 I will report any accidental access to inappropriate material to my line manager
- 2.3 I will report any inappropriate websites to the ICT coordinator or my line manager
- 2.4 I will be vigilant when asking students to search for images
- 2.5 If a student accesses inappropriate material I will report it following the correct procedures
- 2.6 If I suspect a child protection issue I will report it following the correct procedures.
- 2.7 I will always be myself and will not pretend to be anyone or anything that I am not on the internet.

### **3) Computer Security**

- 3.1 I will use computers with care and leave ICT equipment as I found it. I will not tamper with computer systems or devices (eg printers and projectors)
- 3.2 If I notice that ICT equipment or software is damaged or not working correctly, I will report it on the ICT Coordinator straight away
- 3.3 I will never try to bypass security features or systems in place on the network, or try to access resources or a user account that I do not have permission for (hacking).
- 3.4 I will always keep my user account credentials secure and not tell them to anyone else.
- 3.5 I understand that my staff logon gives me access to systems and information and I will not under any circumstances allow anyone else access to a computer under my logon credentials
- 3.6 I will not attempt to go beyond my authorised access. This includes attempting to log on as another person, sending email whilst



pretending to be another person or accessing another person's files. If I find that I do have access to an area that I know I should not have access to, I will inform the ICT Coordinator or the Principal immediately.

- 3.7 If I think someone else has obtained my login details, I will report it to the ICT Coordinator as soon as possible to get my login credentials changed
- 3.8 I will never knowingly bring a computer virus, spyware or malware into school.
- 3.9 If I suspect a school computer or a removable storage device that I am using contains a virus, spyware or other malware, I will report this.
- 3.10 I will not attempt to connect to another user's laptop or device while at school. I am not permitted to establish my own computer network
- 3.11 I will take care if I eat or drink whilst using ICT equipment
- 3.12 I will not reply to spam emails as this will result in more spam. Delete all spam emails.
- 3.13 If I lose or misplace any portable ICT equipment I will inform ICT Coordinator
- 3.14 I will not 'jailbreak' a school iPad, iPhone or iPod touch, Chromebook or any other school ICT equipment.

#### **4) Inappropriate Behaviour**

- 4.1 I will not store, download or distribute music, video or image files on my personal user space unless they are copyright free files related to school work
- 4.2 I will not send or post defamatory or malicious information about a person or about school on social media or other online media sites including news outlets
- 4.3 I will not post or send private information about another person
- 4.4 I understand that bullying of another person either by email, online or via text message will be treated with the highest severity

#### **5) ICT Acceptable Use Policy for Staff**

- 5.1 I will not use the internet for gambling
- 5.2 I will not access material that is profane or obscene, or that encourages illegal acts, violence or discrimination towards other people
- 5.3 If I am planning any activity which might risk breaking the ICT Acceptable Use Policy (eg research into terrorism for a legitimate project), I will inform the ICT Coordinator beforehand to gain permission.
- 5.4 If I mistakenly access material that is profane or obscene, I will inform my line manager immediately or I may be held responsible
- 5.5 I will not attempt to use proxy sites on the internet



- 5.6 I will not take a photo or video of a student or another member of staff without their permission
- 5.7 I will not load photos or videos of other staff and students to websites or social networking sites unless it is via the official school social networking sites (CVPS class Facebook pages and through the CVPS Twitter account) I will refer any instances of this to the Principal or Vice Principal.

## **6) Monitoring**

- 6.1 I understand that all Internet and email usage will be logged and this information could be made available to my line manager on request
- 6.2 I understand that all files and emails on the system are the property of the school. As such, system administrators have the right to access them if required with or without my permission
- 6.3 I will not assume that any email sent on the internet is secure. I will use the school email signature with disclaimer
- 6.4 I understand that all network access, web browsing and emails on the school systems and laptops are logged and may be routinely monitored on any computer screen without the person's knowledge.

## **7) Best Practice**

- 7.1 I will not use school printing facilities to print none-work related materials.
- 7.2 I will only print out work that I need as a paper copy – where possible I will use school systems such as email to share information electronically.
- 7.3 I will report if a printer is not working or out of toner.
- 7.4 I understand that my @villageprimary.org e-mail is a work email account, and as such will be used for professional purposes.
- 7.5 I will only use the approved, secure @villageprimary.org email system for any school communication
- 7.6 I will only open attachments or download files from trusted sources
- 7.7 I will not view, download or distribute material that could be considered offensive or pornographic
- 7.8 I will obtain the school cameras to photograph and video trips and relevant events (I will not use my own cameras without prior arrangement).
- 7.9 I will upload photos and other materials to the photo account for the school on the villageprimary domain
- 7.10 I will save work regularly using sensible file names
- 7.11 I will organize my files in a sensible manner and tidy my user space and shared resource areas regularly



- 7.12 I will ensure that I regularly back up any work that is not saved using the school's Google Drive
- 7.13 I will observe health and safety guidelines where possible when using ICT equipment
- 7.14 I will not use my personal mobile during school hours, this will be locked safely in staff lockers provided.
- 7.15 I will read, sign and adhere to the CVPS IT Loan Agreement when I am provided with IT equipment for use in my role within CVPS

## **7) Data Protection**

- 8.1 I will not share data protected information (including school images) with third party organisations without seeking advice first
- 8.2 If I am preparing a document that contains data protected information I will ensure that the document template I use has the appropriate protective marking (e.g. confidential, protectively marked).
- 8.3 I will ensure that I am aware of data protection issues and understand what is considered to be 'personal data'.
- 8.4 I will not display sensitive information or 'personal data' on a public display or projected image (e.g. a Smartboard or Prowise Screen).
- 8.5 I will never leave a computer logged on and unattended for even a short space of time. I will log off or lock the workstation. I understand that failure to do this may result in a breach of the Data Protection Act and leave 'personal data' unprotected.
- 8.6 I will ensure that any remote connection session that I have to a school computer is logged off when I have finished and kept secure from other computer users.

## **9) Social Networking**

- 9.1 I will not communicate with students through my personal social networking sites .
- 9.2 I will ensure that any personal social networking accounts that I have are secure.
- 9.3 I will never create a social networking profile or account and use it for school purposes without prior authorisation from the Principal.
- 9.4 I will not send or post defamatory or malicious information about a person or about school on my personal social media or other online media sites.
- 9.5 I will never create a bogus social networking account or site that is associated with a member of staff, students or the school.
- 9.6 If I become aware of misuse of Social Networking accounts or sites that are associated with a member of staff, students or the school, I will inform the Principal immediately.



9.7 I will consider my professional status when communicating via my own social media sites where my connections are parents or friends of parents and my comments could negatively impact on the reputation of the school.

## 10) Sanctions

10.1 I understand that failure to comply with this Policy could lead to disciplinary action.

Signed: .....

Print Name: .....

Date: .....