



St John Fisher Catholic Voluntary Academy

Acceptable Use of ICT / Social Media for all Adults in School

Mission Statement

'For I know the plans I have for you; plans to give you hope and a future.' Jeremiah 29:11

St John Fisher Catholic Voluntary Academy School aims to develop in all the children in its care an understanding of their value as unique individuals made in God's own image and to realise the full potential of their God given talents so that they can know, love and serve him through serving others.

To this end the Directors, in partnership with the Staff seek to ensure that:-

Our Catholic ethos is central to everything we do and every decision we make.

Religious education, based on the teachings of the Gospel and informed by the teachings of the Catholic Church, permeates every aspect of school life.

In keeping with our British values, respect and care is shown to for all members of the school community, without favour or prejudice, regardless of age, disability, pregnancy, religious beliefs, gender reassignment, gender, sexuality, civil partnership or race.

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all Staff, Governors, Students and Adult Helpers are aware of their professional responsibilities when using any form of ICT or Social Media. All Staff, Governors, Students and Adult Helpers are expected to sign this policy and adhere at all times to its contents. If further clarification is required, this should be discussed with Mrs E.Sanger, St John Fisher Catholic Voluntary Academy e-Safety/I.C.T co-ordinator. Any concerns regarding the use of ICT / Social media by a colleague or pupil (e.g. radicalisation) should be brought to the attention of the Leadership Team, or in a case pertaining to child safeguarding the DSL (Designated Safeguarding Lead).

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on RM Integrus) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Leadership Team or Governing Body.
- I will not use any portable device in school unless it has been virus checked by the I.C.T Co-ordinator
- I will not install any hardware or software without permission of St John Fisher's ICT Co-ordinator.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. Images of pupils and/ or staff will only be taken, stored and used for professional purposes in-line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I understand (in the case of staff only) that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- If unsuitable material is accessed or uploaded through error, the Leadership must be advised immediately.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity (social media), both in school and outside school, will not bring the school or any of its personnel (including myself) into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand this forms part of the terms and conditions under which I am employed, be it in a salaried or voluntary capacity.

User Signature

I agree to follow this code of conduct and to support the safe use of I.C.T throughout the school

Signature Date
 Full Name
 Job title/Role