



Rainbow Education Multi Academy Trust

Acceptable Use Policy

Mobile Phones

- I will switch my mobile phone/smart watch on to 'silent' mode when entering the school and ensure that it is kept in a bag or safe place during lessons or any times when pupils are present and on 'do not disturb mode'
- I will not use my mobile phone or any personal devices to photograph or video pupils.
- I will not use my mobile phone or smart watch during lesson time, on playground duty or breakfast/after school clubs (unless in emergency situations). Members of SLT may use mobile phones during these times if necessary to access messages etc, but they should limit their use to 'situations of necessity' and try to keep them away from children, parents and carers (unless in an emergency situation). If using them, they should ensure that other points of safe usage set out in this policy are not being breached.

Social Networking

- I will only use the technology provided by school to access 'Slack' during school time.
- I will not use technology or social media to contact/message any pupil or use it in a way that compromises my professional role and duty of care.
- I will only use a school Twitter account to share pictures or posts about children. I will not respond to any private messages from children or parents on Twitter. [Here you will find further guidance on the use of Twitter.](#)

Communication

- ICT and the related technologies such as email, the Internet and mobile devices are expected part of our daily working life in school. This policy is designed to ensure that all staff/governors are aware of their professional responsibilities when using any form of ICT. All staff/governors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the school Designated Safeguarding Officer:
- I will only use the school's email / Internet / Blog/ Website 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 use my own personal mobile or social media account to communicate with parents/children.
- 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) (where available) for any school business.

Online Learning

- Platforms such as Seesaw and Showbie should only be used to send and receive work. They should not be used as social networking sites by pupils. If pupils do share any photos or comments which could be deemed as inappropriate, these should not be approved and should be shared with SLT immediately. Teachers should only share work or post

comments on children's work between the hours of 7am-7pm Monday to Friday.

- Teachers should not use platforms such as Seesaw and Showbie to communicate with pupils on an individual level. It is acceptable to provide feedback to pupils based on tasks they have completed but general discussions should not be private.
- When carrying out a Zoom lesson/session with children, I will ensure that I am appropriately dressed and all of the participants are appropriately dressed and I will ensure that another adult (either a member of school staff or a parent) is present. I will ensure that no participant is in their bedroom during a Zoom. I will ensure that any zoom links are sent directly to the parent and not to the child via Seesaw or Showbie so that parents are aware that a Zoom is taking place.

Images/Videos

- Images or videos 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/Executive Headteacher. This includes any content shared on social networking sites or blogs.
- Only images that showcase children's work, achievements or demonstrate children working in groups, will be taken.

Data

- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

Use of Devices

- I will not install any hardware or software without permission from the Headteacher/Executive Headteacher.
- If staff decide to use their own device for school use they must set up two logins - one for all of their school related documents and one for personal use. They must be willing to share this school login with SLT should they be asked to.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will not use technology in areas that are used for intimate care of children, this includes in the classroom when children are getting dressed/undressed for PE.
- I understand 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/Executive Headteacher.
- I will share my login to all platforms used for school purposes with the SLT.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's eSafety policy and help pupils to be safe and responsible in their use of ICT and related technologies.



- I understand that any ICT equipment used in school (personal or belonging to school) will be secured with a password or passcode, known both to individuals who use the equipment and also the ICT coordinator. I am aware that usage of this equipment may be monitored by both the ICT coordinator and the Headteacher/Executive Headteacher.
- All devices connecting to the school network (personal or belonging to school, will be subject to the schools filtering and monitoring systems as required under Keeping Children Safe in Education 2023.
- Cyber security protection software will be installed on all devices which are connected to the school network (personal or belonging to school)
- School devices should always be logged into the schools Apple ID - never a personal one.

Personal Agreement

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

Signed: _____

Date: ____ / ____ / ____