

ICT 'GUIDELINES FOR STAFF' POLICY

AIM/PURPOSE

The aim of the policy is to ensure that all staff have appropriate guidelines for ICT use, and that there is clarity and transparency regarding acceptable use and practice.

GENERAL PRINCIPLES

Trinity has a highly developed use of ICT and was enlarged as the school benefited from the Wave 4 BSF rebuilding programme, completed in 2012. Key personnel at the school are the Head and Deputy Head (Pupil Support). At a day to day operational level, the ICT Safety Co-ordinators are the ICT Co-ordinator and ICT and ES Subject Leader.

Use of computers is strictly for school purposes, not social or recreational use. Misuse is likely to result in disciplinary action.

ICT GUIDELINES FOR STAFF POLICY AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

- 1. If an inappropriate website is accessed in school by a teacher or child.**
 - a. Play the situation down.
 - b. Report to an e-Safety Co-ordinator who will decide whether to inform parents of any children who viewed the site.
 - c. Inform the school technicians and ensure the site is blocked.
- 2. If an inappropriate website is accessed intentionally by a child.**
 - a. Refer to the acceptable use policy and apply appropriate sanctions.
 - b. Notify the parents / guardians of the child.
 - c. Inform the school technicians and ensure the site is blocked. Ensure, also, that the student's internet access is removed until the acceptable user agreement has been discussed and agreed with parents.
- 3. If a bullying incident directed at a child occurs through email or mobile 'phone technology, either inside or outside of school time.**
 - a. Inform the school e-Safety Co-ordinator.
 - b. Advise the child not to respond to the message.

The e-Safety Co-ordinator will then:

- Refer to relevant policies including e-Safety, anti-bullying and apply appropriate sanctions.
 - Secure and preserve any evidence.
 - Inform the sender's email service provider.
 - Notify parents of the children involved.
 - Inform the school community police officer if necessary.
- 4. If malicious or threatening comments are posted on an internet site about a student or member of staff.**

If the comments have come from an external source, report the incident to the e-Safety Co-ordinator who will:

 - a. Secure and preserve any evidence.
 - b. Inform and request the comments be removed if the site is administered externally.
 - d. Endeavour to trace the origin and inform the school community police officer.

If the comments have come from an internal source, refer to the e-Safety Co-ordinator for investigation. The e-Safety Co-ordinator will then:

 - a. Refer to acceptable user policy, and apply agreed sanctions.
 - b. Notify the parents of the child responsible and child affected by comments.
 - c. Inform the school technician and ensure all evidence is secure and preserved.
 - d. Consider the involvement of the school community police officer.

5. If you are concerned that a child's safety is at risk because you suspect someone is using communication technologies (such as social networking sites) to make inappropriate contact with a child.

Report to and discuss with the named child protection officer / e-Safety Co-ordinator who will then:

- a. Advise the child how to terminate the communication and save all evidence.
- b. Contact CEOP at www.ceop.gov.uk/contact_us.html
- c. Consider the involvement of police and social services.

Any of the above incidents must be reported immediately to the ICT Co-ordinator.

Children should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology; they must be able to do this without fear.

MONITORING AND EVALUATION

This will be led by the ICT Co-ordinator in liaison with the school Leadership Team and the Governors' Curriculum Committee. The policy will be ratified by the Full Governing Body.

DECLARATION OF ACCEPTABLE USE OF SCHOOL LAPTOPS & CONTAINED DATA

To be completed by the member of staff and returned to the school's ICT Coordinator at the start of the school year.

I have been given a school laptop and understand that it should be used in my professional capacity, both in school and at home, as outlined in the 'ICT Acceptable Staff Use' policy, which can be found in the Policy section of the Staff Handbook and on the school website.

Signed:

Date: