

Winchester House School
Staff Acceptable Use Policy

Version 1
Responsible Governor:

Last reviewed: 9th August 2024 (AB)
Adopted by Governors:

Next review due: 31st July 2025

Scope

This Acceptable Use Policy (AUP) is written in association with Winchester House Schools main E-Safety and Digital Awareness Policy, Data Protection Policy for staff and the Information Security Policy for Staff. It applies to all those that work at the Winchester House School including academic staff, support staff, governors and those provided with access to the school IT systems including GAP students. The scope of this document includes the use of personal devices as well as College equipment and applies equally to the use of the school systems accessed remotely.

The main objective of the AUP is to ensure that staff are safe and responsible users of technology. By adhering to the principals in this agreement staff should be able to minimise risks to their own safety, to the safety of others and, to the safety and security of the Winchester House School IT systems.

Principles

Use of school equipment/ systems

- Staff must report any broken, damaged or potentially unsafe IT equipment as soon as possible to prevent further damage and/or injury to others.
- Staff must not share passwords and/or account credentials for any school IT system with anyone else.
- Staff shall not knowingly download and install, or attempt to install, any software or applications as they could potentially compromise the security or stability of the school devices and network, including staff laptops.
- Staff shall not examine, change, or use another person's files, output, or username for which they do not have explicit authorisation.
- Staff should take care to ensure the safe keeping of personal data and act in accordance with the School's Data Protection Policy for staff and the Information Security Policy for Staff.
- Staff shall only use their Winchester House email account for work purposes and ensure that all such communications are professional in tone and manner.
- Staff must only use the devices provided by Winchester House School to contact pupils or parents/guardians when offsite or during trips. If the need arises, this device could be used to store contact lists and numbers. Numbers must be deleted following the event.
- If a pupil requires the use of a mobile device (in the event, for example of their own having run out of power), during offsite/school trips, the school device should be

used. In the event that a school mobile device is not available, the member of staff may use their own device. However, the member of staff must supervise the call.

Use of the internet and web technologies

- Staff shall not use the internet for personal reasons during contact time with pupils.
- Staff can use the internet for personal reasons during non-contact time, such as breaks and lunch time, when they are not supervising pupils. However, such use should be consistent with Winchester House's normal standards of conduct and not include access to content, which is inappropriate, unlawful, obscene or hateful. Staff should also ensure that using the internet for personal reasons does not affect the performance of the internet for other users.
- Staff need to be aware that, for legal reasons, all internet activity is logged and monitored. Winchester House School reserves the right to determine the suitability of internet activity and use of technology, and thus action disciplinary procedures should there be an instance of misuse.
- Staff shall respect copyright of digital materials and so shall not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties other than Winchester House itself. The use of IT resources is subject to relevant laws and any illegal use will be dealt with appropriately. Winchester House School reserves the right to report any illegal violations to the appropriate authorities.

Use of personal devices

Within this policy, the term 'personal device' relates to any piece of portable equipment including mobile phones, laptops, tablets, smart watches or wearable technology, cameras or any other device which is designed for, or capable of, taking digital imagery and/or connecting to the internet.

- Staff can make use of their own personal devices during non-contact time, such as breaks and lunch time, when they are not supervising pupils.
- Staff can use the personal WiFi key provided by Winchester House to connect their personal devices to the wireless network, however they must not share the key with anyone else.
- Staff are not allowed to use personal devices to capture, store or share photographic and/or video imagery of pupils, or pupil personal data.
- Staff from all sections of the school must not use personal devices at any time whilst in proximity to pupils from Bradshaw.

- Personal mobile phones, cameras, and all electronic devices with imaging and sharing capabilities belonging to specialist staff teaching EYFS children, or other staff who are in contact with them (including catering staff), must be stored out of sight and never used in their presence. This applies not only within the EYFS building but also when staff are in the presence of EYFS children in any location.
- Staff are permitted to wear smartwatches, provided they do not have photo-taking capabilities. However, emerging technologies such as glasses with video recording or other imaging capabilities are strictly prohibited from being worn or used in the presence of EYFS children.

Use of digital photographic and video imagery

- Staff must only use Winchester House School provided equipment for any activity where photographic and/or video imagery of pupils is to be taken.
- Staff must ensure that pupils are aware that the imagery is being taken and that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Staff must ensure that any imagery taken of pupils is only transferred to Winchester House approved systems and if necessary, shared via official school communication channels or agreed processes.
- Staff must respect the decision of any parent/guardian who has not given permission for their children's image to be published and ensure that imagery is not placed on the school website or in any other publication.

In exceptional circumstances

Only with the **express permission of the Head or Deputy Head Pastoral**, staff are permitted to take photos on their own private devices of pupils participating in sports or activities, providing the following rules are observed:

- The event and imagery are entirely appropriate and in keeping within the KCSIE guidance.
- The images are used for formal Winchester House School marketing or communications purposes.
- Pupils are fully aware the staff are taking the imagery and are happy for them to do so.
- Imagery is taken on a device which is protected by a security password to prevent others accessing them.
- The imagery is downloaded onto a Winchester House laptop or device as soon as is reasonably practicable.

- All images on the private device are then deleted.

Staff with responsibility for commissioning photographers must ensure that the photographers only take the images they have been briefed to take. They must ensure that all pupils are aware an image is to be taken, are dressed appropriately, and are not participating in activities that might bring the school or the individuals into disrepute. They must ensure all images are stored safely and securely and held separately from other images. They must undertake that under no circumstances, may they share these images with anyone outside the Winchester House Community. All photos must be given to Winchester House School unless copyright is retained by the supplier.

Use of technology with pupils

Staff should be vigilant in monitoring the content of the websites pupils visit when allowed to search the internet during lessons. Wherever possible staff should make use of age-appropriate search engines and guide pupils to websites which have already been checked as suitable for their use.

Staff should reinforce E-Safety messages and good working practices whenever technology is being used with pupils, ensuring that;

- Pupils are helped to understand the need for the Pupil Acceptable Use Policy (AUP) and encouraged to adopt safe, responsible and respectful use of IT, the internet and personal devices both within and outside Winchester House.
- Pupils are taught to be critically aware of the materials/content they access online and guided to validate the accuracy of information.
- Pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

Use of online communications

Within this policy, the term 'online communications' relates to any platform that enables users to communicate with others through written means or multimedia, create, post and share content or to participate in social networking including but not limited to, social media channels, gaming websites, blogs, forums, email and messaging apps.

Staff should consider fully and prior to posting content on any online communications channels, the potential impacts on safety, reputation and liability for themselves, other members of Winchester House School and the school itself.

Staff should not make comments and/or post or share content which could be interpreted as inappropriate, offensive, unlawful or that might bring the individuals or the school into disrepute.

Staff should not interact with current pupils or pupils who have recently left Winchester House via any method of online communications, with the exception of their school email account.

Reporting procedures

Staff should ensure that any safeguarding concerns regarding the use of staff and/or pupils' use of technology is reported immediately to the appropriate Designated Safeguarding Lead in accordance with the Winchester House safeguarding procedures.

Staff should ensure that any concerns regarding the misuse of school equipment or IT systems including any illegal activity, be reported immediately to the Group Director ICT at Stowe School and the Designated Safeguarding Lead at Winchester House School.

Staff should ensure that any concerns regarding inappropriate content being accessible on the school network, be reported immediately to the Group Director ICT at Stowe School and the appropriate Designated Safeguarding Lead.

Agreement

Please complete the section below to show that you have read, understood, and agree to the principles included in the Staff Acceptable Use Policy. Infringements of this policy could result in access being withdrawn from school IT equipment and/or IT systems and may be subject to disciplinary action.

Name of Staff Member

Signed

Date