



A place to
SMILE

Acceptable Use of ICT Policy

The school's Acceptable Use of ICT and School Social Media Polices are based on the Hampshire model and seek to ensure that

- the use of ICT does not compromise the school's commitment to safeguarding pupils;
- staff and volunteers are given advice to help protect them from allegations and misinterpretations which can arise from the use of ICT;
- the reputation of the school is not damaged through inappropriate use of ICT.

Although the policy is mainly for the attention of staff, where breach of the policy could lead to disciplinary action, there are some parts which I need to draw to the attention of parents, particularly those who volunteer in the school or help on school trips. A summary of the information affecting parents is below, although you may wish to see the full policy on the school website/policies.

- Parents e-mailing staff—this must usually be done via the school admin email address (adminoffice@whiteley.hants.sch.uk) rather than through personal staff email addresses, unless permission has been given by the Headteacher.
- Social networking—staff have been asked to consider carefully who they have as 'friends' on sites such as Facebook. Where the **only** connection with someone is that they are a parent of a child at the school, it is unlikely that it is an appropriate connection. Please do not be offended if staff at the school turn down friend requests. Where staff are friends with a parents of a child at the school, no communication regarding school matters should be made through the site, even via personal messaging.
- If pupils try to make contact through social networking with a member of staff, staff must inform the Headteacher and parents will be informed. Anyone working in the school either as a paid employee or volunteer must not communicate with pupils via social networking.

The following are **not** considered acceptable by staff, governors or volunteers, in the context of social networking:

- Postings which could identify an individual or group of pupils, or refer to specific incidents regarding pupils, staff or parents at the school which could adversely affect the reputation of the school.
- Postings which include any derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school.
- The use of the school's name, logo, or any other published material without prior permission from the Headteacher.
- The posting of any images of staff, children, governors or anyone directly connected with the school whilst engaged in school activities.

The policies gives further detail regarding the acceptable use of social networking sites and I would urge any school volunteers who make use of social networking to read this section of the full policy to ensure that their position as a volunteer is not jeopardised inadvertently.

- Mobile phones—no mobile phones should be used when in contact with pupils (they should be turned off or switched to silent). Camera/video phones must not be used during school activities and must not be passed to pupils, for example, to play games during a coach journey.
- Cameras/video equipment—Volunteers accompanying pupils on school trips should not use their own cameras (including camera phones). If they are required to take photographs as part of a planned activity, this must be using school equipment.
- The school does not prevent parents taking photographs or video of their own child during performances or public events such as sports matches, but will remind parents that these should only be for their family use and should not be uploaded onto social networking sites.