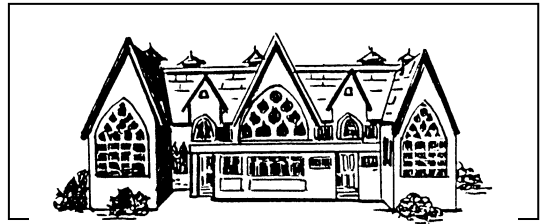


WEST VALE PRIMARY SCHOOL



POLICY ON INTERNET, TELEPHONE, PHOTOGRAPHS AND E.MAIL USEAGE

September 2017

This policy applies to all West Vale Primary School personnel, and staff. School Personnel includes all employees of the School as well as temporary staff and third parties provided with access to the School's information assets. The internet is an unregulated environment. Although, the School has implemented pro-active filtering Calderdale MBC will not be liable for any material viewed or downloaded.

This policy is neither exclusive nor exhaustive, if you in any doubt about whether you should be using the facilities for a particular purpose - consult the Headteacher.

The Schools internet and e.mail facilities remain the School's property at all times, and the school may at any time intercept communications. Where misuse of these facilities is suspected, detailed investigation will be undertaken.

Failure to comply with this policy may constitute gross misconduct and could lead to dismissal. Suspected illegal activities may also be reported to the Police.

RED UNACCEPTABLE USE

DO NOT knowingly, view, send or receive material, which is obscene, sexually explicit, offensive, defamatory, racist, promoting radicalisation and related extremist content or homophobic in nature, or any material which is intended to cause the receiver or anyone who sees the material harassment, alarm or distress.

DO NOT use the Internet and e.mail facilities for personal purposes in works time, UNLESS usage is in compliance with the GREEN - Acceptable Use section below.

DO NOT USE e.mail to engage in gossip.

DO NOT USE e.mail to look at own personal e.mails

DO NOT USE internet to look at FACEBOOK, E BAY, book holidays, banking, shopping and delivery etc for own personal use.

DO NOT USE internet/Facebook type facilities to display pictures, dialogue, or any information in relation to work social events.

DO NOT make statements about individuals or other organisations.

DO NOT make statements purporting to represent the School when they are personal views.

DO NOT make derogatory remarks or express derogatory opinions regarding the school.

DO NOT knowingly, infringe copyright or intellectual property rights.

DO NOT knowingly, use the facilities for any activity, which is illegal or fraudulent.

DO NOT use the facility to pursue personal business interests, for gambling or for political purposes not directly related to your job.

DO NOT allow anyone else to use your Internet access or e-mail account, or provide any other person with the means to access these facilities e.g. by disclosing your User ID and Password etc.

DO NOT knowingly, engage in any activity, which threatens the integrity or availability of the School systems.

DO NOT Use Facebook to engage with communication with parents, thereby transferring information from the school/setting to public domain

DO NOT attempt to gain unauthorised access to (hack) any server/facility whether inside or outside the School.

DO NOT install any unauthorised programs, such as screen savers, on the Schools information assets.

GREEN

ACCEPTABLE COMPUTER USAGE

YOU MAY use the Internet and e.mail facilities for work purposes, BUT once initial contact for any trips is made the school e.mail address should be used.

YOU MAY open personal e.mails received in your School e.mail account in works times.

Where e.mail is stated this means School e-mail account - it does not refer to personal web based e-mail accounts, which are treated as Internet access.

If your specific circumstances require a dispensation from this Policy, written permission should be sought from the Headteacher or his/her nominee.

The school reserves the right to block any website for any reason at any time.

MOBILE TELEPHONES

At no time should staff be using their own mobile telephone during their hours of employment for telephone conversations and messaging. The school office - 01422 372804 is the number that should be given out for emergency use. At no time should photographs ever be taken on a mobile telephone. Mobiles should be locked away with personal belongings during working time.

Parents are to be requested not to use mobile phones within the grounds and within the building, or in any areas that children access. Staff are encouraged to be vigilant concerning this matter, and through effective systems communicate with parents the importance of repercussions of mobile/camera phones.

PERSONAL CAMERAS/ VIDEO CAMERAS & TAKING OF PHOTOGRAPHS

Personal cameras and personal videos should never be used by staff. There is a supply of equipment to be used for this purpose kept within the building. Printing of photographs must be done on staff computers at school and never at home. Parental permission must be sought in writing concerning the taking of photographs, which should include website, newspapers, productions etc. Children's photographs should never be taken home and used on personal computers for whatever reason. Parents are to be reminded that permission is required before taking photographs or filming of any activities, performances involving children within the perimeters of the building,

Signed.....

Dated.....