



CITY OF BIRMINGHAM EDUCATION DEPARTMENT

BASKERVILLE SCHOOL

**ACCEPTABLE USE (DIGITAL TECHNOLOGIES)
POLICY - STAFF**

Date reviewed: January 2017
Next review: January 2018

BASKERVILLE SCHOOL, FELLOWS LANE, HARBORNE, BIRMINGHAM, B17 9TS

TELEPHONE: 0121 427 3191
FAX: 0121 428 2204

VISION STATEMENT

We will ensure the entitlement of each student to access a variety of opportunities to promote academic, social, emotional and physical development.

We will use autistic specific, empathetic approaches and an autistic sympathetic learning environment to promote student learning and personal development.

We will provide choices and challenges in order to maximise potential and build upon strengths and interests.

All the members of the school community are valued equally and work in partnership with parents, carers and the wider community.

We will work within a supportive school framework to promote and celebrate individual success, integration into the wider community and prepare students for life after school.

This policy covers staff use of digital technologies in school: i.e. email, internet, intranet and network resources, learning platform, software, equipment including ipads and systems.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head Teacher and Governing Body;
- I will only use the approved, secure email system for any school business;
- I will not browse, download or send material that could be considered offensive;
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact;
- I will not allow unauthorised individuals to access email / internet / intranet / network, or other school / LA systems;
- I will not download any software or resources from the internet that can compromise the network, or are not adequately licensed;
- I understand that all internet usage / and network usage is logged via Policy Central and this information could be made available to the Head Teacher on request;
- I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols;

- I will not use personal digital cameras or camera phones for transferring images of pupils or staff without permission;
- I will use the school's Learning Platform in accordance with school / and Birmingham Grid for Learning advice;
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role;
- I will not engage in any online activity that may compromise my professional responsibilities;
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities;
- I will ensure any confidential data that I wish to transport from one location to another I follow school data security protocols when using any such data at any location;
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority;
- I will ensure I am aware of digital safeguarding issues so they are appropriately embedded in my classroom practice;
- I will only use LA systems in accordance with any corporate policies;
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy (normally an annual revisit).

I agree to abide by the school's most recent Acceptable Use Policy.

I wish to have an email account; be connected to the intranet & internet; be able to use the school's ICT resources and systems.

Signature Date

Full Name (printed)

Job title

School

Authorised Signature (Head Teacher)

I approve this user to be set-up.

Signature Date

Full Name (printed)
