

St Mary's CE Primary School, Davyhulme

Staff ICT Acceptable Use Policy

This policy applies to all activities carried out in St Mary's C.E. Primary School and its Breakfast and After School Clubs.

All users must take responsibility for their own use of technologies, making sure that they use technology safely, responsibly and legally.

All users must be active participants in e-safety education, taking personal responsibility for their awareness of the opportunities and risks posed by new technologies.

Class teachers are responsible for the privacy and e-safety of the children in their class.

Any new technologies adopted by the school which involve the sharing of data, must be subject to a Data Protection Impact Assessment prior to implementation.

Teacher Ipads are to be strictly limited to school business only. If used off site, they must be used only by that member of staff.

All staff Ipads are password protected.

All staff must refrain from using personal devices to record the children. Photographs, videos taken within school should remain on the server or cloud.

Personal electronic devices (including Smart Watches) must not be used in public areas of school where children are present, between the hours of 8:30am and 3:30pm.

Images of staff and pupils are only be taken, stored and used for professional purposes in line with school policy and with written consent from parents/carers. No names will accompany photographs of children on the website. Images will only be shared outside of school with the permission of the parent/carers, member or staff or Headteacher.

Users should not upload hardware or software without the permission of the ICT coordinator.

No applications or services accessed by users, including social media, may be used to bring the School, or its members, into disrepute.

All users have a responsibility to report any known misuses of technology, including the unacceptable behaviours of others.

All users have a duty to report failings in technical safeguards which may become apparent when using the systems and services.

No users are to communicate with students past or present on social networking sites (with the exception of ClassDojo). As a school we do not use social networking sites other than ClassDojo to communicate with parents, students or staff. The PTA uses a closed Facebook page to communicate directly with parents. The school uses a secure X account and a website as a vehicle for publicising the school.

All users must ensure that their own personal social network sites are secure.

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All users have a duty to protect their passwords and personal network logins, and should log off the network when leaving workstations unattended. Staff must be vigilant when access the server remotely from unknown devices, that automatic uploads are switched off.

Staff must use their school Office 365 email regarding all school business.

All users should understand that network activity and online communications are monitored, including any personal and private communications made via the School network.

All users should be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to check and/or confiscate personal technologies such as mobile phones.

All users should understand the AUP is regularly reviewed and consistently enforced.

At Breakfast and After School Club, children must be supervised when using devices and may only use specific school programmes e.g. Mathletics, TT Rockstars, Spelling Shed; they must not use the internet for any other reason.

Equal opportunities

St Mary's School prides itself in providing equal opportunities for all members of its family regardless of disability, religion, sexual orientation, culture, gender, ethnic origin, colour or age. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

This policy was adopted by: St Mary's C.E. Primary School and St Mary's Breakfast and After School Club	Date: 27.8.25
To be reviewed: September 2026	Signed: A. L Daniel

Staff Agreement

Please read the Computing **Acceptable Use Policy** – Staff Guidelines document carefully.

If any member of staff violates these provisions, access to a laptop, the school network and the Internet will be denied and the teacher may be subject to disciplinary action. The declaration below must be signed and returned to the school office by Friday 13th September. A reference copy of this document will be posted in the Staff Room. It is also available in the document vault of CPOMs and on the school website.

I have read and understand the above and agree to use the School computer facilities at St. Mary's CE Primary within these guidelines.

Staff Name:

Staff Signature:

Date: