



Wilson Primary School

ICT Code of Practice for Teachers and Adults

It should be understood that this Code of Practice is in place to protect staff from potential risk in their use of ICT in their everyday work.

- Teachers/adults should be familiar with the schools E-Safety Policy and ICT Acceptable Use Policy.
- Teachers/Adults should closely control, monitor and scrutinise what their pupils are accessing on the internet, including checking the history of pages.
- Pupils should be given clear guidelines for content of email messages and for the sending and receiving procedures.
- Pupils should be given a clearly defined focus for using the internet and email and taught skills and techniques to enable efficient and effective use of it.
- Software should not be downloaded from the internet (including screen savers, games etc) or installed by anyone other than the ICT technician or co-ordinator, unless permission has been granted by the headteacher.
- All sensitive data, such as children's details or reports, should be stored on a password-protected laptop or memory stick. Other non-sensitive data, such as lesson plans and resources, may be stored on an unencrypted device.
- The use of the internet to access any illegal sites or inappropriate material is a disciplinary offence. If offensive material is accessed accidentally, the website should be closed immediately and the incident reported to the headteacher and logged.
- Teachers/ adults must always ensure that when taking and/or publishing images of others, permission has been obtained in accordance with the school's policy on the use of digital/video images and a school camera has been used. Using personal equipment to record these images is not appropriate, unless permission to do so has been sought from the headteacher, and these photographs will not be shared on the internet or put on public display without permission.
- Teachers/adults should use school systems (such as school phone/school mobile/school email i.e. admin.wilson@reading.gov.uk) for school business and external communications and understand that this is to ensure personal phone numbers and email addresses are not compromised. On trips, teachers should use their own judgement and discretion for the safety of the children when giving out their phone numbers.
- Teachers/adults should understand that the school use of the internet on school premises should principally be for school use e.g. accessing learning resources, education website, researching curriculum topics, use of email on school business. Teachers/adults must not access the internet for personal reasons whilst teaching children.

- The school recognises that many staff will actively use Facebook, Twitter, and other such social networking sites, blogging and messaging services. Staff must not post material (including text or images) which damages the reputation of the school or which causes concern about their suitability to work with children. Staff must recognise that it is not appropriate to discuss issues relating to children or other staff via these networks. Those who post material which could be considered an inappropriate could render themselves vulnerable to criticism or allegations of misconduct.
- It is never acceptable to accept a “friendship request” from a pupil at the school, as in almost all cases children of primary age using such networks will be breaching terms and conditions of use of those networks. It is also extremely inadvisable to accept as friends ex-pupils who are still minors. If a parent of a pupil seeks to establish contact, the member of staff should exercise their professional judgements.
- Teachers/adults must NOT use their personal phones for school business or for taking photos of children. Mobiles phones must not be used when teaching, unless in an emergency.
- Any photos or videos taken by teachers or other adults (including parents) during ANY school activity (including trips) must not be put on public display or published anywhere on the internet (including social networking sites such as Facebook). Parent helpers must be made aware of this by the class teacher at the start of any such activity. *This excludes the publication of photos on the school website as well as use by school for educational/display purposes.*
- Photographs may only be published on the school website or learning platform or for educational/ display purposes if a consent form has been signed by a parent or guardian on entry to the school. This excluded photographs displayed in pupils workbooks
- On entry to the school parents choose whether to consent to photographs of their child being published. Teachers/ Adults should know who these pupils are (relevant to their class) and not display any photographs of pupils who do not have the given consent. This applies to the school’s learning platform, website and the display boards at school.
- If external publishers such as local press or commercial publishing wish to use photographs of pupils, specific prior consent from parents must be obtained.

I confirm that I have read and understood the Acceptable Use Policy for ICT and agree to abide by it.

Signed:

Print Name:

Date: