



# Acceptable Use Policy for ALL Supervisors and Staff

I confirm that I have read and understand **The Branch Christian School eSafety Policy** and that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with the document. In particular:

- Any content I post online (including outside school time) or send in an email will be professional and responsible and maintain the reputation of the school.
- To protect my own privacy I will use a school email address and school telephone number/s (including school mobile phone if available) as contact details for pupils and their parents.
- I will not use instant messaging, chat rooms, webcams, forums or ‘social media’ for communicating with pupils or parents.
- I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation.
- I will not use my personal mobile phone or other electronic equipment to photograph or video pupils, without the express permission of the parent / guardian, and also without the authority of the BCS School Administrator.
- I will take all reasonable steps to ensure the safety and security of school IT equipment which I take off site and will remove anything of a personal nature before it is returned to school.
- I will take all reasonable steps to ensure that all laptops and memory devices are fully virus protected and that protection is kept up to date.
- I will report any accidental access to material which might be considered unacceptable immediately to the BCS School Principal (or School Administrator) and ensure it is recorded.
- Confidential school information, pupil information or data which I use will only be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.
- I understand that I have the same obligation to protect school data when working on a computer outside school.
- I will report immediately any accidental loss of confidential information so that appropriate action can be taken.
- I understand that the school may monitor or check my use of IT equipment and electronic communications.
- I understand that by not following these rules I may be subject to the school’s disciplinary procedures.

**Full name**.....

**Signed**..... **Date**.....