Bursar Primary Academy

E-Safety Acceptable Use Policy for Staff

Intent

At Bursar Primary Academy, we are committed to the well-being of all - pupils, parents, staff, volunteers and governors. Technology gives all users opportunities to work more creatively and productively. We know that to access the educational and social benefits of technology, all users need to be able to explore the digital world safely at all times. This policy expects that staff will be safe and responsible within professional boundaries when using technology for educational, personal and recreational use. How staff present and conduct themselves on social networking sites can have an impact on the academy's reputation. Staff are made aware of what constitutes appropriate use of social media.

Bursar Primary Academy ensures that its systems and users are protected from accidental or deliberate misuse that could put them at risk. This policy ensures that the actions of staff do not put the security and confidentiality of data on academy networks at risk. This policy is intended for existing, new and emerging technologies. As technology is forever changing, any examples given are not exhaustive.

We ensure that we work from national guidelines and legislature. Our academy has clear processes in place to appropriately identify, help and manage any incidents where online safety is an issue and to support those involved.

Implementation

All staff and volunteers are expected to agree to and follow this Acceptable Use Policy Agreement. This policy should be read, agreed and signed in the initial induction period and thereafter on an annual basis. A record will be kept personnel files. The School Business Manager (SBM) will keep a record of signatories.

For my professional and personal safety:

- I will ensure that my use of technology will not bring BPA into disrepute.
- I understand that BPA will monitor my use of the academy's digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies and devices off site, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the academy's digital technology systems are intended for educational use and that I will not use the systems for personal use.

- I will endeavour to keep my username and password private. I will not disclose them to anyone else, nor will I try to use any other person's username and password.
- I understand that the data protection policy requires that any staff or pupil data which I have access to will be kept private and confidential. At times I may be directed by the Headteacher/ Deputy Headteacher/ Designated Safeguarding Lead to disclose this information to an appropriate authority; e.g. statutory assessment data.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to a Headteacher.
- I will use my own devices appropriately, e.g. mobile phone, discreetly in break times or PPA only. Mobile phones must be on silent mode and kept in a secure place away from pupils and should not be checked in teaching time or referred to in pupil contact time or meetings. In some extreme cases, e.g. a serious family illness, where staff need access to urgent calls, permission must be authorised by a Headteacher.

I will be professional in my communications and actions when using BPA systems:

- I will not alter computer settings unless permission has been given by a Headteacher or the SBM.
- I will not install programs of any type on an academy device unless permission has been given by a Headteacher or the SBM.
- I will not try to use any programs or software that might allow me to bypass the filtering/security systems in place.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with all users in a professional manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will not use personal email addresses or social networking accounts on the academy IT systems.
- I will not try to upload, download or access any materials which are illegal (covered by the Obscene Publications Act), inappropriate or may cause harm or distress to others.
- I will not disable or cause any damage to academy equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software to the SBM.

Recording pupils:

- I will only use academy devices to record pupils. When an academy device is not available, and there is an emergency/child protection issue, a personal device can be used, where the recording has a justifiable purpose. Recordings should be deleted once uploaded. This must be authorised by a Headteacher.
- I will delete them from the academy device, once uploaded.
- I know that pupil photographs can only be published in newspapers or on BPA's website with written permission from parents/carers (recorded on the application form for a new starter). Each class is listed on Staff Common - Photograph Permission but this information is also easily accessible on Staff Common and Scholarpack for approved users.
- I can give full names for pupil images published in newspapers where parental permission has been granted as detailed in the bullet point above.

- I will not name pupils or use their personal information on the school website.

Communicating with pupils:

- I know that mobile phone or electronic communications are not made to pupils unless authorised by the Headteacher.
- If I have to communicate with pupils, I will ensure that my communications are open and transparent to avoid any communication which could be interpreted as 'grooming behaviour'.
- I will not give my personal contact details to pupils; e.g. email address, home or mobile telephone numbers, details of personal social media.
- I know that if a pupil locates these, by any other means, and attempts to contact or correspond with me, that I must not respond and must report the matter to a Headteacher. The pupil should be firmly and politely informed that this is unacceptable.
- I will maintain a professional relationship with past pupils.
- I will maintain professional standards on live streaming. This must be authorised by the Headteacher.

Communicating with parents/carers:

- I will only email parents/carers using the academy's administrative email. Emails are sent to admin@bursar.het.academy for office staff to forward. Emails are authorised by the Headteacher.
- Parents/carers can use the Class Dojo to contact class teachers. Teachers will respond within 48 hours within academy working hours.
- I will only use the academy office telephone to make calls to parents/carers/ outside agencies if approved by the Headteacher.
- During academy closures, telephone calls home to pupils and their families are made by class teachers, approved by the Headteacher.
- In case of an emergency/if the office phone is not available/academy closure, designated staff may use their own mobile phone by blocking their caller ID. Staff will type 141 before the parent/carer's number. For GDPR the parent/carer's number is then deleted immediately after the call is terminated. These calls are authorised by the Headteacher.
- During academy closures, video calls may be made to vulnerable families. Work emails are used. These are authorised by the Headteacher.
- I know that if a parent/carer attempts to contact, correspond or 'follow' me on Social Media; I will not respond and must report the matter to the Headteacher.

When using the internet in my professional capacity:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will not use social networking sites during the working day on academy equipment.

When using the internet, including social networking sites, in a personal capacity:

- I will set my accounts to the 'private' setting so that only my family and friends can access my accounts.
- I will not identify the academy or myself as a representative of the academy.
- I will not share data, personal information, or make references, relating to the academy, pupils, parents/carers, staff, visitors or the wider academy community.
- I will not interact with pupils and former pupils under the age of 18.
- I will ensure that my posts, 'likes' and retweets etc. do not bring the academy's reputation into disrepute.
- If inappropriate online content comes to my attention, I will take a screenshot of any relevant messages. I must report the matter to the Headteacher/ Designated Safeguarding Lead.
- I will use my mobile phone with discretion at break times only.

I understand that I am responsible for my actions in and away from the academy:

- I understand that this Acceptable Use Policy applies to my use of academy systems and digital technology equipment both on and off site. It also applies to my use of personal equipment on the premises or in situations related to my employment by the academy; e.g. using my personal mobile on an academy visit.
- I understand that I can be held to account for my personal use of social networking sites and that I have a responsibility to protect the academy's reputation.
- I understand that if I fail to comply with this Acceptable Use Policy, I could be subject to disciplinary action. This could include a warning, a suspension, referral to governors and in the event of illegal activities the involvement of the police.

References and Related Policies

E-Safety Policy
Acceptable Use Agreement for Pupils

Name and Signature: _____ Date: _____

Bursar Primary Academy 2026