

Girnhill Infant School



'Where everyone is valued and futures matter'

STAFF SAFEGUARDING

Policy Guidelines

Responsible Use of Computing and Related Equipment 2019-2020

All members of staff must be aware of the need to safeguard and promote the responsible use of Computing within and outside school. In order to achieve this the following steps must be adhered to.

1. All school owned computing equipment, including portable equipment such as laptops, must be used only for school related purposes.
2. Staff should use a school purchased encrypted memory pen (if need be) for school related work. **Personnel memory pens should not be used on school electronic equipment.**
3. Only school purchased portable equipment should be used on laptops and PCs.
4. Any images of children taken for school related purposes must be stored on the school network and not on an individual's PC. Photographs can only be taken of children who have parental consent.
5. All websites used by children in school or directed to as part of homework must be checked by the class teacher prior to the child's use.
6. All staff must ensure that any computing-based communication with parents or pupils should maintain a professional attitude at all times. Staff should not communicate with parents or pupils on external social networking websites.

Signed _____

Date _____

Position _____