



PROFESSIONAL RESPONSIBILITIES When using any form of ICT, including the Internet, in school and outside school

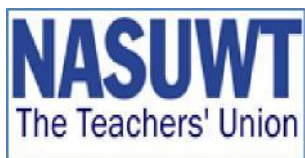


For your own protection we advise that you:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies.



- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.



- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.



- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.



- Only take images of pupils and/ or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.



- Ensure that your online activity, **both in school and outside school**, will not bring your organisation or professional role into disrepute.
- You have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation.

For HR support and guidance please contact 01438 844933
For eSafety support and guidance please contact 01438 844893