



Acceptable Use of ICT Policy for Mulberry Academy Woodside

Approval Body:	Mulberry Academy Woodside
Approval Date:	February 2026
Implementation Date:	February 2026
Review Date:	February 2027
Policy Version:	1

Version Control

Version	Reviewed	Changes since last version
1	existing	<input type="checkbox"/>

Aims

The Mulberry School Acceptable Use of ICT policy attempts to protect all members of the school community from actions, intentional or otherwise, that could put themselves, others, the school or the school's ICT network at risk. It is closely linked to our safeguarding policy. This policy extends the acceptable use principles to the school's use of its website, image and display, aiming to ensure that the school's communications tools present the school positively and professionally and pose no risk to any student or staff member, or the school's reputation.

This policy includes:

1.1 Acceptable Use of ICT, including the email protocol 1.2 Website Policy 1.3 Acceptable Use of Image 1.4 Acceptable Use of Display

This policy should be read in conjunction with the following related policies: Anti-bullying policy, Child Protection & Safeguarding Policy

1.1 Acceptable use of ICT policy

The policy covers all aspects of ICT: software, operating systems, storage media, network accounts, electronic mail, web browsing and file transfer protocols. It also covers any outside equipment that uses the school network to access the internet.

Only current students and employees are authorised to use the school's ICT network. Guests may be authorised by the head teacher.

The policy and its guidelines are made known to members of the school community as follows.

- All staff receive a copy of the policy annually in the School Handbook.
- New staff sign the Acceptable use of ICT agreement as part of the induction process; the copy is kept on file
- New students and their parents sign the Acceptable use of ICT agreement as part of the induction process; the copy is kept on file; students are not given access to the school's ICT network until the agreement is signed

All users of Mulberry's ICT network are required to follow this policy, even without a signed agreement. Users must report any misuse of the network or internet to appropriate school staff.

The school blocks, to the extent possible, internet access to verbal and visual depictions that are obscene, pornographic, violent or harmful to pupils or other users. The e-safety policy gives further information.

Privacy

All digital files and data are the intellectual property of Mulberry Academy Woodside. Files and other data, whether on home drives, shared drives, desktop or email, can be monitored. In the case of child protection or disciplinary issues, files and emails may be recovered. Mulberry School reserves the right to audit networks and systems periodically to ensure compliance with the policy and to access, review, copy, store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of school's network, internet access or files, including email.

Guidance for students

The following agreement is included in the student planner and is discussed in students' e-safety lessons. All students sign this agreement when they join the school to show they understand their responsibilities.

Acceptable use of ICT Agreement for Mulberry Students

The ICT system is owned by the school and is made available to students to support their learning. The school monitors internet sites visited and reserves the right to monitor, examine or delete any files that may be held on its ICT system.

By using the school's ICT equipment and in particular the Internet, you agree to abide by the rules below. These rules help keep you, other students, staff and the school's ICT system safe. Misuse of the school's ICT systems will have serious consequences.

- I will only use the school's ICT equipment to support my learning*
- I will treat all ICT equipment with care and respect and never do anything that could damage or corrupt equipment or systems*
- I will always access the school's ICT system using my own log-in and password and will never give these to anyone else*
- I will only edit or delete my own files and not view or change other people's files without their permission*
- I will only access websites and digital materials relevant to my learning and will never try to access a blocked site, a chat room, a social networking site or anything inappropriate to my age*
- I will use email politely and sensibly, for my school work only, and will only email people I know or who have been approved by my teachers*
- I know that my online activity should never upset or hurt other people and that I should never put myself at risk*
- I will not use my personal email, messaging or social networking accounts in any way that could hurt, bully or damage the reputation of other students, staff or Mulberry School*

- *If I see anything I am unhappy with or I receive a message I do not like, I will talk to a teacher or other trusted adult straight away*

Signed.....
..... Date.....

I will support my daughter in meeting this agreement

Signed.....
.....(parent) Date.....

The school's e-safety, anti-bullying and safeguarding policies give further information about related practice and procedures.

Guidance for staff

This policy is included in full in the Staff Handbook, issued to all staff annually. All new staff sign the agreement below as part of their induction to confirm that they understand their responsibilities.

Acceptable use of ICT Agreement for Mulberry Staff

The ICT system is owned by the school and is made available to staff to enhance their professional activities. The school monitors internet sites visited and reserves the right to monitor, examine or delete any files, including email, which may be held on its ICT system.

By using the school's ICT equipment and in particular the Internet, you agree to abide by the expectations below. These expectations help keep you, other staff, students and the school's ICT system safe and protected from reputation damage. Any misuse of the school's ICT systems could have serious consequences.

All Mulberry staff are expected to:

- *exercise professional responsibility, in line with the staff code of conduct, the safeguarding policy and other relevant policies, whenever they are using the school's ICT systems*
- *access the school's ICT system only via their own personal log-in and password, never giving these details to another person or allowing another person to use their or another's account*

- *use the school's ICT systems only to support professional activities appropriate to their role in school (staff may use the network for incidental personal use during duty-free time)*
- *take full account of data protection/safeguarding requirements, in particular when using images of students, and ensure any student data taken off the school site has appropriate security*
- *treat all ICT equipment with care, report any faults or damage, and pursue no activity that could damage equipment, files or data, or disrupt or threaten the integrity of the school ICT systems*
- *adhere to copyrighting law, pursuing no unauthorised copying of copyrighted material , including distribution of digitised text, music, photographs or images from published materials, and no installation, distribution or use of software for which the school does not have an active licence*
- *use only school email addresses and school mobile phones for school business (personal phones may be used in an emergency (imminent danger) or exceptionally as agreed by the Headteacher)*
- *apply the same professional standards of language and content to emails and digital media as for letters or paper publications*
- *consider carefully their use of their personal email, messaging or social networking accounts, in order to ensure that there is no risk of damaging their own, colleagues' or the school's reputation*
- *alert senior staff to any digital material within, or accessed via, the school's ICT system that causes concern or may put students, the school or its community at risk*

All Mulberry staff are prohibited from using the school's ICT system to:

- *proselytise or campaign on religious, political or ideological issues, or for personal financial gain or personal promotion or advertising*
- *violate any law such as: accessing or transmitting any offensive, obscene or harmful materials; materials that encourage others to violate the law; confidential information or copyrighted materials; selling or purchasing illegal items; accessing information protected by privacy laws*
- *pursue 'hacking', internal or external to the school and from:*
- *using abusive or impolite language, threatening, harassing, or making damaging or false statements about others*
- *deleting, copying, modifying or forging other users' names, emails, files, or data; disguising their identity, impersonating other users, or sending anonymous emails*

- *installing software without prior approval of the ICT Service Manager or attaching unauthorised equipment to the school network*
- *use that results in liability or unapproved cost to the school*

I have read and understand the above professional expectations

Signed.....

... Date

Email protocol

This protocol governs the use of the Mulberry Schools Trust's email system and applies to email use in school and at remote locations.

Only current students or employees are authorised to use the school email. Guests can be authorised by the Headteacher. Emails are restricted to educational use and school business.

The use of a school email account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees. Any form of cyber-bullying using the email system will be treated in the same way as other bullying issues (see the anti-bullying policy). Copying in or forwarding emails to others to chastise or expose people is a form of bullying.

When using the school's email system the following protocols should be used.

- All Emails should have a subject description
- Emailing should always be written in formal English, valediction and signing off should use "Dear" and "Sincerely" or similar.
- Any reference to a pupil name should include first and second names
- Copy recipients should be restricted to those who need the information in the email

Use of Digital Resources

In the 21st century students and staff spend increasing amounts of time online, learning and collaborating. The school recognises that information posted on the internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for students and staff online are no different to face-to-face interactions.

The following are example of acceptable use of digital resources:

- Creation of files, projects, videos, web pages and podcasts using network and internet resources in support of educational objectives, which has been approved by the Head of Faculty and/or the Head Teacher

- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational objectives, which has been approved by the Head Teacher
- Publishing original educational material and/or curriculum related materials in compliance with copyright laws. Sources outside the classroom or school must be cited appropriately.
- Use of digital devices (such as cameras, media players, etc.) for teacher approved learning purposes.

1.2 Website Policy

Rationale

The website is a portal for a large variety of stakeholders to view both the work of the school and the school as a community. Such stakeholders include school staff, governors, parents, potential job applicants, OFSTED inspectors, the borough and the general public. It is therefore important that the website is professional and engaging in both its appearance and content.

Purpose and Structure

The website provides a wide variety of information about the school, it includes subject information, the work of the school specialism and extended learning, exam results and links. There are also links to the latest news of the school. The address of the website is www.mulberrywoodside.org/ It can also be easily found by a google search for Mulberry Academy Woodside. There is also a link to the website from Mulberry Learn – the Trust’s VLE.

Management and Administration

The Communications Manager and Ombudsperson has exclusive access to upload and edit content.

Anyone wishing to add or update content to the website should complete the form, or contact the Communications Manager and Ombudsperson. Any text for website or Mulberry Learn should be written in formal English.

If photographs of pupils are to be taken for the Website, their permission should be requested and a check made that parental permission has been granted for their image to be used on school business.

Content for the website should be submitted to the Headteacher's PA for approval.

Approval and Monitoring

All proposed amendments to the website must be approved by the Headteacher or designated Deputy Headteacher.

New content is checked and modified to be consistent with style used for the website. Pictures are cropped and quality checked. Permissions of pupil images are checked with the Communications Manager and Ombudsperson.

Special Events

The Headteacher's PA uses the calendar of Mulberry events to schedule updates to existing pages.

If special events such as a conference or an Arts project need to be reported, the website manager will need to be informed at the earliest occasion with a description of what should be recorded eg photographs, video etc.

1.3 Acceptable use of Image

This policy applies to taking and publishing photographs of pupils, whether for use by the school, parents/carers, friends of the school, or the media, and whether or not the students whose images are to be taken will be identified individually. It is based on statutory guidance and good practice.

Rationale

Many school activities involve taking and using images of pupils. These may be taken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement. The publication of students' images, especially where they are accompanied by the individual's name, could attract the wrong sort of interest.

Consent

Photographs and video images of students and staff are classed as personal data under the terms of the Data Protection Act 1998 (see good practice guidance to schools): http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_spec

[ialist_guides/ta](#)
[king_photographs_in_schools.pdf](#). Therefore, the use of such images by schools requires that the consent of the individual concerned as well as their parent/carer. The school must get parental consent before any photographs or videos of a pupil are taken which are likely to be used in a publication or displayed by the school in a public place. The definition of 'public place' includes areas of the school where visitors would have access to the images.

The school has a generic Permission Form that parents/carers are asked to sign when their daughter joins the school. This permission form includes use of images in photographs and

DVD/Video formats, and photographic images that are transmitted or shared beyond the establishment e.g. television broadcasts or film making.

When a parent does not agree to their child/young person being photographed, the Year Learning Coordinator must inform staff and every effort must be made to comply sensitively. The School Office will then advise the relevant class to make them aware of the situation.

Internet

Particular care should be taken by teachers, parents and students when considering the publication of material onto the internet. Articles should be screened very carefully to ensure that students cannot be specifically individually identified by full name or by any other means. This includes ensuring that they cannot be identified from the file name of any electronic image files that are placed on a website. Ideally, shots should be distant/groups, rather than of individual students. Mulberry School parents have been asked for permission for use of their child's image on the website with first names only.

Event Specific Consent

Although school obtains a general consent form, there may be a case when specific permission is required. Although the general consent form requests permission for public use (including newscasts and media), the school will inform parents/carers, as far as reasonably possible, if photographs are being taken/used by press and media. The coverage could be local, national or sometimes international and associated storylines may be so varied as to make them unpredictable.

Storage

Photographs of pupils may be stored on the school network. For school records, staff should keep a selection of the best photographs for each pupil for that year and keep in the folder marked 'best of' for future use. This is stored in a secure location.

1.4 Acceptable use of Display

This policy covers all display work - including that in public areas and in the classroom.

The purpose of display is to provide a visually stimulating environment and to foster a sense of pupils' pride in their work and to show, through its display, that it is valued.

For the main foyer displays boards, permission must be sought from the Headteacher.

In negotiation with departments, specific public notice boards are allocated to staff who will oversee and service them. Individual teachers have responsibility for notice-boards in classrooms. This is negotiated where more than one teacher teaches in the room.

Any posters created by staff or pupils to advertise events or clubs must be approved by the Headteacher or the Associate Headteacher. Such posters may only be fixed to doors with white-tack (please refer to guidance on care of the school environment).

Heads of Department:

- ensure resources are available for staff to present and mount work effectively;
- monitor the display in their area.

Subject teachers:

- take responsibility for a specific notice board or area;
- aim to display a broad range of pupil work (across the ability ran

Acceptable use of website and Teaching and Learning Policy

Rationale

The school's communications tools such as the website are a portal for a large variety of stakeholders to view both the work of the school and the school as a community. Such stakeholders include school staff, governors, parents, potential job applicants, OFSTED inspectors, the borough and the general public. It is therefore important that the website is professional and engaging in both its appearance and content.

The professional and clear purpose of content also applies to the use of image, music, display and digital resources which are displayed within school.

This document therefore sets out the following sub policies and the protocols:

1.5 Website and VLE Policy

1.6 Acceptable Use of ICT Policy for students

1.7 Acceptable Use of ICT Policy for staff

1.8 Email Policy

1.9 Acceptable Use of Image

1.10 Acceptable Use of Display

1.11 Acceptable use of Digital Resources

All policies will set out the procedure for adding content on the above, it will also clarify the management and administration and will also confirm the acceptable use of ICT policy and e-safety statements.

1.5 Website and VLE Policy

Purpose and Structure of Website and VLE

1. Website

The website provides a wide variety of information about the school, it includes subject information, the work of the school specialism and extended learning, exam results and links. There are also links to the latest news of the school. The address of the website is www.mulberrywoodside.org/ It can also be easily found by a google search for Mulberry Academy Woodside. There is also a link to the website from Mulberry Learn – the Trust’s VLE.

2. VLE

The school’s VLE is provided by Microsoft Teams (MS Teams). It is accessed through web browser directly to the Microsoft Teams home login page, where staff and students enter their login credentials to enter their user area within MS Teams. Users may also access the MS Teams areas via MS Teams app or through the Mulberry Gateway – Mulgate.

Using MS Teams teachers and pupils are brought together into lessons/ meetings/ notebooks and other areas of MS Teams which mirror the actual arrangements in school. The MS Teams provides a variety of tools for teachers and pupils which all have the central aim of improving collaboration in teaching and learning.

There are different levels of access provided. Levels of access are hierarchical depending on user rights.

- **No access** ensures no access is given to anyone who is not an authorised user of Mulberry Academy Woodside.
- **Read access** used for students to view assignments that are set by their teachers. This part of MS Teams excludes write access for students which means they cannot change or edit the assignments.
- **Write access** this is the default access for pupils – allows them to write posts in their Teams pages, write into their assignments, notebook and other areas of MS Teams.

While the default access to MS Teams is restricted to members of the school community, it is possible to allow some visitors to access some Teams groups.

The VLE has been structured to give all subject areas a department room. Staff are able to host meeting with colleagues in the school, however, meeting with individual students and meeting with external guests are restricted for safeguarding reasons. Nonetheless, links to MS Teams forms can be shared with parents and guests which enables the school to carry out surveys and questionnaires easily with large groups of people.

In addition there are whole school Teams to which only teachers have access. These include

- Policies
- Frequently used forms
- Strategy documentation and school improvement plans
- Daily supply resources
- Rotas for all staff
- Teaching and learning resources

Security of Website and VLE

The schools internet systems are provided by LGFL (London Grid For Learning). The in-house managed service is provided by on-site Staff and Cringe Technology. The firewall filtering software has internal security protocols in place.

The VLE is password protected and only authorised users may access the VLE.

Management and Administration of the Website and VLE Mr F. Islam – Communications Manager and Ombudsperson has exclusive access to upload and edit content. (Procedures for this are described later in this policy)

Content on the VLE can be added or updated to those Teams in which teachers have “write” access. The policy does provide a set of guidelines to teachers to ensure that the high standards of content maintained for the website equally apply to the Mulberry VLE.

Creating new Teams can only be done by contacting the IT team. The owner of a Team may amend list of pupils with access to the room.

Procedures for Amending onto school website or adding new content

If any new content it to be added to the school website, the email needs to go to Mr F. Islam – Communications Manager and Ombudsperson. This request then goes through consultation with the Heads PA and the Headteacher and then amendments are made and website is updated. Any text for website or Mulberry leaning environment should be written in formal English. Guidelines for use of English can be found in the policy document “Acceptable Use of ICT”.

If photographs of pupils are to be taken for either Website or for any social media post, permission should be requested from the parents and written consent is taken before granting image to be used on school business.

Amendments and new content will be updated and approved after no more than 10 working days. All proposed amendments to the website must be approved by the Headteacher. Please see “Approval systems and Monitoring” section.

Guidelines for Writing content on Website and VLE

Formal English should always be used. Attention is drawn to the ICT policy section 3 on Acceptable Use which clarifies use of formal addressing of individuals and use of multimedia.

Special Events

If special events such as a conference or an Arts project need to be reported the website manager will need to be informed at the earliest occasion with a description of what should be recorded eg photographs, video etc.

The Headteacher's PA uses the calendar of Mulberry events to schedule updates to existing pages.

Approval systems and Monitoring

1. Website

All content for the website is approved by the Senior Leadership Team.

For other pages the update form is checked and modified to be consistent with style used for the website. Pictures are cropped and quality checked. Permissions of pupil images are checked.

The page amended or added is set to "unpublished" until it is approved by the headteacher or designated deputy.

2. VLE

Additions and amendments to pages on the VLE can be done by any user with write access. Such changes will be effected immediately.

The VLE can be a dynamic interface. Use of forums need to be frequently monitored by teachers using this method of collaborative working. Before pupils have access to forums the guidelines above should be described very clearly. Any infringement of the acceptable use policy will result in pupils having their access restricted.

1.6 Acceptable Use of ICT Policy for Students

The acceptable use policy attempts to protect all members of the school community from damaging actions intentional or otherwise. The acceptable use policy covers all aspects of ICT; software, operating systems, storage media, network accounts, electronic mail, web browsing and file transfer protocols. The following guidelines need to be known by all members of the school community.

Privacy Issues:

While it is the intention to provide users with reasonable privacy, it must be realised that the data remains the intellectual property of Mulberry Academy Woods. It must be understood that accounts can be monitored. In the case of child protection or disciplinary issues files and emails may be recovered. Monitoring of data can occur on hard disks and network traffic, ie emails. Mulberry school reserves the right to audit networks and systems periodically to ensure compliance with the policy. Each member of staff should exercise good judgement

regarding how reasonable is their personal use of ICT. The privacy of other members of the school community should be respected it is not acceptable that images of any members of Mulberry School should be posted without direct permission being given. The posting by individuals of images of pupils is strictly prohibited if not sanctioned by the school in accordance with policy. Posting Video on YouTube is not acceptable, as is the Twitter and other similar sites.

Emails and Communication:

When using the email system the following protocols should be used.

- All Emails should have a subject description added
- Emailing should always be formal. Valediction and signing off should use “Dear” and “Sincerely”. Any reference to pupil name should include first and second names.
- Emails are restricted to education uses.
- Any form of cyber-bullying using the email system will be treated in the same way as other bullying issues
- Emails should be written in formal English.

The following are unacceptable uses of ICT and are prohibited

- Violation of the rights of any person or organisation protected by copyright, patent or other intellectual property, or similar laws of regulations, including the installation or distribution of pirated software not licensed by Mulberry School.
- Unauthorised copying of copyrighted material including digitising and distribution of photographs/images from published materials, copyrighted music, and any other software which Mulberry School does not have an active licence.
- Use of websites for posting Video and Personal details, as outlined above.
- Exporting software and related technical information which are the property of Mulberry School.
- Revealing account details to other users
- Accessing and posting to any social network site
- Using the system to proselytise or campaign on religious, political or ideological issues

1.7 Acceptable Use of ICT Policy for Staff

It is important that all staff are fully aware of the safety rules and procedures which regulate their use of ICT resources, including ICT devices and the Intranet. The facilities at Mulberry are used for educational purposes and in an appropriate manner. Staff members are responsible for their behaviour and communication. Any breach of the rules will be considered a disciplinary matter.

- Violating any law such as: Accessing or transmitting any kind, obscene , harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Criminal activities that can be punished under the law
- Selling or purchasing illegal items or substances
- Obtaining and/or using anonymous email sites; spamming; spreading virus
- Using abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing materials;
- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising ones' identity, impersonating other users, or sending anonymous email;
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
- Using any school computer to pursue 'hacking' internal or external to the school, or attempting to access information protected by privacy laws; or
- Accessing, transmitting or downloading 'chain letters'
- Using another's account password(s) and user identifier(s); □ Disclosing anyone's password to others or allowing them to use another's account(s)
- Using the internet for personal financial gain, personal advertising or promotion.
- Mulberry School staff and students are prohibited from downloading and using social networks and IM sites on the school network.

1.8 Acceptable use of Email

Mulberry School provides students and staff with electronic communication tools including an email system. This policy governs the use of Mulberry School's email system and applies to email use in school sites, as well as at remote locations, including but not limited to staff, teachers, and students, homes or other locations.

Only current students or employees (other users i.e governors, guests will be authorised by the Headteacher) are authorised to use the school email. The School reserves the right to investigate users' email activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of school email.

Mulberry School employees may use email to communicate with spouses, children, children, domestic partners, and other family members.

Email messages created and transmitted on Mulberry School servers are the property of the school and users have no right to expect that their emails may not be inspected as it deems necessary. The school reserves the right to investigate if necessary all email transmitted via the school computer systems. Students have no reasonable expectation of privacy when it comes to school and personal use of the school's email system.

The following are examples of the inappropriate use of the school email, but the school reserves the right to take immediate action regarding activities:

- That create security/or safety issues for the school, students, employees, school's network or computer resources,
- Other activities as determined by the school as inappropriate; such as: transmitting pornography of any kind, obscene depiction and harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- Using abusive or impolite language threatening, harassing, or making damaging or false statements about others

The use of a school email account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees.

1.9 Acceptable use of Image

These procedures concern the taking and publication of the image of pupils based on statutory guidance and good practice.

This policy applies to the taking of photographs, whether for using by the school, parents/carers, friends of the school, or the media, and whether or not the students whose images are to be taken will be identified individually.

Many school activities involve the taking and use of images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement. The publication of students' images, especially where they are accompanied by the individual's name, could attract the wrong sort of interest.

Particular care should be taken by teachers, parents and students when considering the publication of material onto the internet. Articles should be screened very carefully to ensure that students cannot be specifically individually identified by full name or by any other means. This includes ensuring that they cannot be identified from the file name of any electronic image files that are placed on a website. Ideally, shots should be distant/groups, rather than of individual students. Mulberry School parents have been asked for permission for use of their child's image on the website with first names only.

Photographs and video images of students and staff are classed as personal data under the terms of the Data Protection Act 1998 (see good practice guidance to schools):

Therefore, the use of such images by schools requires that the consent of the individual concerned as well as their parent/carer.

The school must get parental consent before any photographs or videos of a pupil are taken where these are likely to be used in a publication or displayed by the school in a public place. (The definition of 'public place' includes areas where visitors to the school would have access to the images).

Use of images of children requires the consent of the parent/carer. The school has a generic Permission Form that parents/carers are asked to sign annually. This permission form includes use of images in photographs and DVD/Video formats.

When a parent does not agree to their child/young person being photographed, the School Office must inform staff and every effort must be made to comply sensitively. The School Office will then advise the relevant Class to make them aware of the situation.

The generic Permission Form that school asks parents to complete includes use of photographic images that are transmitted or shared beyond the establishment e.g. television broadcasts, or film making (ie public use).

Event Specific Consent - Although school obtains a general consent form there may be a case when specific permission is required. Although the general consent form requests permission for public use (including newscasts and media) the school will inform parents/carers know if photographs are being taken/used by press and media. This makes parents aware that it is happening as the coverage could be local, national or sometimes international and associated storylines may be so varied as to make them unpredictable

Photographs of pupils may be stored on the school network – For school records staff should keep a selection of the best photographs for each pupil for that year and keep in the folder marked 'best of' for future use. This is held by the Headteacher's office.

1.10 Acceptable use of Display

The purpose of this is to provide a visually stimulating environment and to foster a sense of pupil pride in their work and to show through displaying this that it is valued.

This policy covers all display work - including that in public areas and in the classroom.

For the main foyer displays boards, permission must be sought from the Headteacher. The following is the responsibility of the Heads of Department:

1. In negotiation with departments / specific public notice boards are allocated to staff who will oversee and service them. Again after negotiating with teams - individual staff will have responsibility for notice-boards in classrooms in particular where more than one teacher teaches in the room.
2. A number of boards are allocated specifically for whole school initiatives and publicity; these will be managed by the Headteacher's team.
3. Monitor the display in their area.
4. Ensure resources are available for staff to present and mount work effectively.

The following is the responsibility of Subject teachers:

1. Follow the procedures and guidelines identified in the policy.
2. Take responsibility for a specific notice board or area.
3. Aim to display a broad range of pupil work (across the ability range).

1.11 Acceptable use of Digital Resources

In the 21st century students and staff spend increasing amounts of time online, learning and collaborating.

The school recognises that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for students and staff online are no different than face-to-face interactions.

- Creation of files, projects, videos, web pages and podcasts using network and internet resources in support of educational objectives which have been approved by the Head of Faculty and/or the Head Teacher
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational objectives which have been approved by the Head of Faculty and/or the Head Teacher
- Publishing original educational material and/or curriculum related materials in compliance with copyright laws. Sources outside the classroom or school must be cited appropriately.
- Use of digital devices (such as cameras, media players, etc.) for teacher approved learning purposes.

Unacceptable Uses of Digital Resources

- Use of digital resources for personal gain, commercial solicitation and compensation of any kind.

- Use that results in liability or unapproved cost to the school.
- Downloading and/or installing software without prior permission or approval of the IT Manager and/or the Head Teacher
Supporting, opposing or participating in any other political activity without prior permission or approval of the Head Teacher
- Damaging, or attempting to damage, the network, equipment, materials or data physically or electronically. Examples include hacking, vandalizing, flooding, spamming, phishing, virus/worm/Trojan horse deployment.
- Accessing unauthorised remote computers, networks and information systems.
- Cyber-bullying, including harassing, insulting, and/or spreading messages of hate or discrimination.
- Attempting to send or sending anonymous messages of any kind or impersonating someone else online.
- Storing, sending or posting information that could endanger others (e.g., bomb construction, drug manufacturing, etc.).
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material.
- Attaching unauthorized equipment to the school network.
- Other uses that the school may deem unacceptable.