

Staff Policy

Ysgol Maes Hyfryd has provided ICT resources for use by all staff and pupils. There is access to a vast amount of information for use in lessons, planning, preparation, assessment and personal study. ICT resources are provided and maintained for the benefit of pupils and staff. Due to the ever changing nature of technologies, school will review this policy on a yearly basis in response to any significant developments in the use of new technologies, new threats to E-safety or incidents that have taken place.

Although Maes Hyfryd recognises there are benefits in using the internet, school is aware that the system could be misused. Consequently the school has outlined the acceptable use of the internet, email, virtual learning environment (Hwb, Purple Mash, Moodle).

Please remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Maes Hyfryd Aims

1. To allow users access to and use of technologies for educational purposes (this includes email and internet facilities) staff should at no time send or forward emails containing defamatory, offensive, racist or obscene content. They should not forward mail if they suspect it may contain viruses.
2. To provide a mechanism by which staff and students are protected from sites, information and individuals which would undermine the principles and aims of the school
3. To provide rules which are consistent and in agreement with the Data Protection Act.
4. To provide rules which are consistent with the acceptable procedures commonly used on the internet
5. To make available electronic communication which includes:
 - Internet collaboration tools: social networking sites and blogs
 - Internet research: web sites, search engines and Web browsers
 - Virtual Learning Environment (VLE): an integrated online learning environment
 - Personal Digital Assistants (PDAs)
 - Internet communications: email and instant messaging (IM)
 - Videoconferencing

All staff will use these facilities in accordance with the school policy, the law and rules outlined on the acceptable use policy. Staff should conduct themselves in a professional manner at all times. A breach of the policy may result in disciplinary action (see YMH Code of Conduct)

Acceptable Use Policy.

Using the Internet

All staff will use the schools' technology in a responsible way in accordance with the law and the rules outlined below

Internet technologies and electronic communications provide children and young people with the opportunity to broaden their learning experience and develop creativity in and out of school.

It is important to consider the risks associated with how these technologies are used. Some of the risks are identified below.

- Receiving inappropriate content
- Grooming
- Requests for personal information
- Viewing 'incitement' sites
- Bullying and threats
- Identity theft
- Publishing inappropriate content
- Online gambling
- Misuse of computer systems
- Publishing personal information
- Hacking and security breaches
- Corruption or misuse of data

This highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology and to provide safeguards and awareness for ALL users to enable them to control their online experiences.

Maes Hyfryd includes formal ESafety lessons in their schemes of work for ICT throughout the year and each key stage.

Schools need to protect pupils and staff but also to protect themselves from legal challenge. It is an offence to store images showing child abuse and to use Internet communication to 'groom' children. The Computer Misuse Act 1990 makes it a criminal offence to "cause a computer to perform any function with intent to secure unauthorised access to any program or data held in any computer".

Rules

1. Students should always be supervised by a responsible adult when using the internet
2. Staff should evaluate any websites fully before using them with their students. Often this means checking the websites, search results etc. just before the lesson. What may be considered safe today may not be tomorrow. Pay particular attention to image advertisements as they can change each time the web page is accessed.
3. Internet technologies and electronic communications provide children and young people with the opportunity to broaden their learning experience and develop creativity in and out of school.
4. Use of school equipment for inappropriate reasons is "unauthorised".
5. Staff MUST NOT release any information about staff or pupils via a newsgroup, chat line, social network site, whether or not the release is inadvertent.
6. Staff should not divulge personal addresses, phone numbers of pupils or staff to anyone
7. All staff will use the schools' technology in a responsible way in accordance with law and the rules outlined below.

8. Use of names of students/ photographs of students requires written permission from parents. This also applies to any work done by students, related to their education.
9. Do not download, use or upload any materials which are copyright.
10. Under no circumstances should you view, upload or download any material which is likely to be unsuitable for pupils. This applies to any material which is violent, dangerous or inappropriate sexual content.
11. Always respect the privacy of others. Do not enter file areas of other staff without their permission.
12. Be polite and appreciate that others have different views. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything which could be interpreted as libel.
13. Sexually explicit material may not be intentionally displayed, archived, stored, distributed, edited or recorded using any IT equipment.
14. Use of any school resources for illegal activity is grounds for immediate dismissal. Staff should never knowingly download or distribute pirated software or data.
15. Never deliberately propagate any virus, worm, trojan horse, or trap-door program code.
16. No employee or member may use Internet facilities, including a web site or virtual learning environment, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
17. Use of Internet access facilities to commit infractions, which contravene any other policies and procedures in place, such as the code of conduct and the harassment policy, are prohibited. Detail of such policies can be found under the relevant sections of school policy folder.
18. It is not permitted to disable, defeat or circumvent any security facility.

Use of Email

Incidental and limited personal use of email is permitted but must be in a responsible and professional manner and must not be misused or abused. **The sending of any message which contains obscene material or offensive language is not permitted**

Private use of email is allowed providing employee acceptance that monitoring of usage is in place.

Do not abuse others (known as flaming) even in response to abuse directed at you.

Warning

Internet access is monitored by Maes Hyfryd and by County Hall. Any breaches of this policy will be taken seriously and result in disciplinary proceedings brought against any individual who it is considered has abused this facility. Any breaches may also result in additional external proceedings of civil or criminal natures.

Acceptable Use for Hwb

Hwb Cymru is a virtual learning environment (VLE) which provides an integrated online learning environment accessible to staff and students. Each member of staff has access to this resource via a personal logon. This also applies to the use of 'Purple Mash' which is also a VLE.

A Virtual Learning Environment (VLE) provides an integrated online learning environment, bringing together functions including content delivery, communications facilities, assessment, student tracking and links to other systems. Resources available via a VLE include text, images, video, web links, sound and pdf files. A VLE can incorporate many of the features/facilities identified in this policy.

Rules

1. Be a positive role model for students and learners
2. Keep username and password safe, you are responsible for anything that happens under your account. Report to administrator if you suspect your user name has been used without your knowledge
3. If you share external links within Hwb+ then you deem that the content of the external website is appropriate and has an educational purpose e.g. Youtube
4. You may not access, distribute or place on Hwb+ material that is in breach of copyright
5. Protect the school community by reporting anything you see that might cause upset or harm to yourself, other staff or learners in the school. You are expected to demonstrate a professional approach and respect for pupils and their families and for colleagues and the school.
6. Creation or transmission of any offensive, obscene or indecent images, data or other material is prohibited. Content relating to or supporting illegal activities may be reported to the authorities.
7. Personal use of your mailbox and cloud storage is to be avoided. Emails may be monitored

Office 365 and Hwb Mail

Office 365 is a cloud based system which offers the full benefits of Microsoft Office which can be accessed in work and at home. It is part of the Welsh Assembly Government initiative to provide a Virtual Learning Environment for both staff and students.

Rules

1. Do keep your username and password secure.
2. Do log out when you have finished using the email service.
3. Do manage your mailbox
4. Do use folders to organise your storage. It is possible to invite other colleagues and students to share folders and calendars in the cloud via email invitations.
5. Do delete e-mails from the cloud when no longer required - 10Gb might seem like a lot, but it will quickly disappear.
6. Do not use the account for sensitive emails between the school and the Council e.g. child protection referrals. This mail should be sent from the Head's lotus mail account at the school.
7. Do treat the 10 Gb Skydrive like an online secure (but not encrypted) memory stick.
8. **Do keep a copy of essential files on school network** – files placed in it are not automatically backed up.

Acceptable Use of Social Media

Facebook is a popular free social networking website that allows registered users to create profiles, upload photos and video, send messages and keep in touch with friends, family and colleagues.

Rules for staff whilst employed at Maes Hyfryd

1. Staff employed by Maes Hyfryd should use social media in a professional manner and posts /tweets/ blogs should NEVER make reference to members of staff / students/ parents.
2. Staff will NOT accept friend requests from pupils PAST or PRESENT or parents of pupils in school.
3. Photographic material and/or video footage that include pupils or events in school must NOT be used on staff facebook accounts, this includes photographs taken WITHIN Maes Hyfryd of staff by staff on any occasion, even if no child is present in the picture.
4. Staff will not use personal mobile devices to take photographs of students except in extreme emergency. IF this happens photographs should be uploaded to the school system and deleted immediately. NO pictures should be uploaded via social networking sites.
5. Staff are advised to ensure privacy settings of their personal social media accounts pages are limited to 'friends'

As staff are aware there is a policy on using mobile phones in school time and therefore should note it is NOT acceptable to 'check in' on facebook during working hours when accompanying students on educational visits / workplaces.

Acceptable Use of Twitter

Ysgol Maes Hyfryd have a 'broadcast' only account and its aim is to quickly share and celebrate students' achievements, successes and school updates.

We aim to demonstrate safe and responsible use of social media and encourage the use of 21st Century technology.

1. The school Twitter account will be ran from school devices by a senior leader
2. The school Twitter account will be a Public account (October 2014) Senior leaders will monitor the followers and block any who appear not to be school focused
3. The school Twitter account will only tweet between the hours of 8am and 6pm Monday to Friday. The only time tweets outside of this time are for school events (e.g residential, performances etc) or to share urgent news e.g closures due to adverse weather
4. The school Twitter account will only follow educational link accounts. NO personal accounts, unless they are educationally linked will be followed e.g. a children's author
5. The school Twitter account will not reply to any 'replies' on Twitter. This is not the platform to discuss or debate school related issues.
6. The school Twitter account will only use students' first names when referencing students
7. The account will use Twitter to share positive messages about the school
8. The school Twitter account will not post photos of students' faces at this point.

Acceptable Use of YouTube

Aims

YouTube plays a significant role in the educational field as many students, educators and institutions discover and share excellent educational content here. There are thousands of channels on YouTube especially for education. The benefits to teaching are incredible and it can be an invaluable resource. Videos on the file-sharing website YouTube can be used to effectively support many areas of the curriculum. The popular site contains a selection of videos which cover the range of topics. When these videos are used safely and appropriately, they can be an extremely beneficial resource for Class Teachers and Support Staff.

Rules

1. Teachers must ensure that students are NEVER allowed access to YouTube, it is only available on a staff logon.
2. Staff must NEVER allow students on a computer when logged on as a member of staff
3. Staff should ALWAYS view content before playing it in the classroom and it should be part of medium term planning
4. Staff should be aware that despite a filter/flagging policy being in use on YouTube, inappropriate images, unsuitable written comments, or bad language can still all be accidentally revealed to the children. In order to prevent this from happening, the following precautions should be taken:
5. Before showing a video to the class, the video should be watched and listened to carefully by the Class Teacher or TA, who should look out for inappropriate content material along with any inappropriate comments that appear underneath the video.
6. It is the class teacher's responsibility to make the final approval of a video

Teachers may expect access to watch YouTube or other video streaming sites as part of everyday teaching activities. Such access brings greater freedom and opportunity but also carries greater responsibility for the teacher to ensure that the content is both educationally suitable and appropriate for pupils to view.

Protected access will be required for all pupils.

- *Senior staff will ensure that occasional checks are made on files to monitor compliance with the school's Electronic Communications Acceptable Use Policy.*
- Inappropriate use that results in contravening the school's Acceptable Use Policy for Electronic Communication and e-Safety may be investigated by staff of the ICT Unit and Council Officers.

Warning

Both Twitter and the Use of YouTube will be monitored by school and County Hall. Any breaches of the Policy will be taken seriously and may result in disciplinary proceedings being followed for any individual it considered has abused the facility. Staff have a duty to safeguard students at all times. Any breaches may also result in additional external proceedings of a civil or criminal nature.

Conclusion

The policy requirements in this document aim to provide the balance to support innovation whilst providing a framework of good practice.

These rules apply to all members of staff at the school.

The purpose of the policy is to:

Safeguard all children

Protect the school from legal risks

Ensure that the reputation of the school, its children, staff and governors is protected

Ensure that any users are able clearly to distinguish where information provided via social media is legitimately representative of the school

Reporting Procedure

All members of staff have a duty to report any online incidents that have a detrimental effect on students, other members of staff and that may harm the reputation of the school.