

## PROFESSIONAL RESPONSIBILITIES

### when using any form of ICT, including the Internet, in school and outside school



**For your own protection we strongly 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 personal 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.



- only use school ICT systems and resources for school business. This includes only using your school email address, a school mobile phone and a school digital or video camera.



- do not give out your personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and other work related contacts.

- do not disclose any passwords and ensure that personal or sensitive data (such as data held on MIS software) is kept secure and used appropriately.



- only take images of pupils 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.

**\*\*Staff should be aware that failure to follow these guidelines could result in disciplinary action or dismissal\*\***



**\*\*Remember it is your duty to report any eSafety concerns to a senior member of staff\*\***