



Staff Guidelines for e-Safety policy

Data protection and copyright

*The permission of the relevant individual or parent Guardian, in the case of a pupil/student, must be sought, before any personnel information is transferred to a third person.

*Copyright laws are applicable to the Internet and care must be taken when reproducing work from other sites.

Mobile phones

*Staff are not permitted to use mobile phones during class time or formal school time.

*Your personal mobile phone should not be used to communicate with pupils or parents - but if in the case of an emergency withhold your number, either by entering 141 before dialling or by changing your phone settings that your caller ID is not shown.

*Note that it is not possible to withhold your mobile number when sending texts, so text messaging is not permitted.

*Always take the School Mobile phone on Trips etc, where parents/carers can then be contacted via this method or use the teachers2parents text system.

*Photographs or videos of children should never be taken on a personal mobile device.

Our advice:

*Do not leave your mobile phone anywhere where pupils could get hold of it.

*Do not give your personal mobile phone number to parents or pupils.

*Do not lend your mobile phone to pupils.

Personal Internet use:

*There should be no personal use of the Internet during pupil contact time or formal school time.

*Occasional and sensible personal use of the Internet during non-contact time is acceptable as long as it doesn't affect your work.

*Visiting websites in school which contain offensive material is prohibited.

*Visiting an offensive site using school equipment equates to gross misconduct which could lead to dismissal and endangering your career.

*The E safety coordinator must be informed of any accidental access to inappropriate material so that Internet filters can be updated.

Photography and video:

*Ensure that any parental preference is adhered to regarding photography and video.

*ICT equipment (including photography and video resources) belonging to the school should be used for work purposes only.

*Personal photography/video equipment should not be used to record school activities.

*It is not advisable to store images/videos of pupils on personal computers or devices.

Email

*Personal email addresses should not be used to communicate with pupils or parents of pupils regarding anything to do with school.

*Zimbra and or HWB email addresses can be used to communicate with pupils about professional matters where necessary.

*The use of email/text messaging/social media in cases of harassment or bullying in the workplace including bullying from pupils should be brought immediately to the attention of the head teacher and e-safety coordinator with an electronic communication kept as evidence.

Social networking

***It is not acceptable for staff to make inappropriate comments about their workplace or colleagues on social networking websites for blog facilities.**

*It is not acceptable for staff to make personal use of websites such as Facebook Bebo, MySpace, Flickr, Twitter, Snapchat, Blog during the working hours.

*Frequently check your privacy settings on websites such as Facebook, Bebo, MySpace, Flickr, Twitter, Snapchat or blog to ensure that you control who can see your information.

*Take great care regarding the type of information published about yourself or personal photographs you post. Once this information is posted it can be freely

passed on and is impossible to take back. Future and current employers are highly likely to look at online information about prospective employees.

*Permission should be sought for fellow staff members before posting images of them online.

*Do not become online friends with pupils or past few pupils that are under these restrictions that are in place for social networking sites. Facebook 13+, Bebo 13+, MySpace 14+, and think carefully before 'friending' a past pupil who is over the age restrictions.

*Think carefully about 'friending' parents of pupils in your school. Where parents of the pupils are your personal friends you **should not** discuss school matters unless instructed to do so by the head teacher.

*When blogging, or making posts of any kind online it is recommended that you do not publish anything that you would not be prepared to be associated with.

*It is not acceptable for staff or pupils to make inappropriate comments about the establishment, staff, or fellow pupils on a social networking platform, e.g. Snapchat, Whatsapp, Facebook, etc. Photographs and videos of staff should not be posted on any social media platforms without permission of staff member. Any incidents of this nature should be reported immediately to the head teacher or deputy head teacher in his absence and could result in disciplinary procedures being undertaken.

*The school is committed to protecting the wellbeing of staff and learners and will follow the school complaints policy and procedures when the wellbeing of either staff or learners is considered to be affected by e-safety incidents inside and outside of the school.

Teachers Union Advice

A number of teachers unions are now producing advice on some of the issues surrounding the safety and staff. It is recommended that teachers become familiar with guidance issued by their union.

Useful websites and contacts:-

e-safety coordinator :- Stephen Thomas / Richard Knight

www.brynteg.amdro.org.uk

Signed Name Date

Signed Geraint Jones (Headteacher) Date: Sept 2016