Chorlton C of E Primary School Computing User Agreement

At Chorlton C of E Primary School, we provide access to the Internet through an approved service provider. The service provider monitors and filters the sites available to control the materials and the language available to children. As with any electronic monitoring system we do not have total control and have therefore put into place the following rules to further protect the safety of children.

(In the following instance the term device may refer to any digital device including but not limited to: computers, laptops, tablets, mobile phones, MP3s, USB drives, cameras.)

- Personal devices should not be used in class, specifically mobile phones, must not be on your person and should be stored (on silent) in a bag, cupboard or secure space. Mobile phones should only be used during breaks or PPA in the staffroom and when children are not present. Photos, videos or sensitive data must not be taken or stored on personal devices.

- All devices must be password protected. Passwords should remain private and not be shared with other members of staff, volunteers, parents or pupils.

- All devices should be logged out after use in order to uphold data protection.

- Where possible, Virus protection should be installed and up to date on all school devices. If in doubt, please consult the computer technician through the appropriate method. School devices are for the sole use of the member of staff to whom they are registered. Devices should only be used for work purposes and should not be used for personal endeavors or used by family members/friends.

- Devices connected to the school network should be used appropriately including any sites or apps accessed whilst connected to the network. This includes personal devices connected to the school network.

- Any discussion of school interests must be undertaken via a school email account and not through personal accounts. Communication among colleagues should remain professional and appropriate at all times.

- Contact with parents/carers via email should be done through an authorised school email account e.g. admin@chorlton.manchester.sch.uk.

- Emails to external addresses should be sent using BCC to ensure the privacy of recipients.

- Communication with pupils via email or social media is strictly prohibited. Any attempts from children to make such communication should be reported to SLT and managed appropriately.

- Where possible, websites, searches and videos should be accessed through a safe share link to avoid the display of inappropriate materials.

- Any concerns or issues arising with school devices or the network should be reported to the technician and any appropriate staff.