

### **SPTA e-Safety policy - Key points**

- This policy, supported by the acceptable use agreements for staff, EAB Members, visitors and learners is designed to protect the interests and safety of the whole SPTA community. All users need to be aware of the range of risks associated with the use of ICT and related technologies.
- The Principal and EAB Members are responsible for ensuring that the policy and associated practices are embedded and monitored in Academies.
- Executive Leadership Team members are responsible for the implementation of this policy in the Core Improvement Team.
- Any employee found to have violated any aspect of this policy and guidance may be subject to disciplinary action under SPTA's Disciplinary Procedure, up to and including termination of employment.

### **Password security**

- All users are responsible for implementing password security in all aspects of creating, protecting and managing passwords.
- Any sharing of passwords must be authorised by the Departmental Head or Line Manager.

### **Data security**

- Any data shared with an external body must be subject to a data sharing agreement approved by the SPTA Director of ICT.
- Staff must not:
  - access data outside of Academy, except when entering assessment data;
  - take copies of the data; ◦ allow others to view the data.

### **Acceptable Usage**

- Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult their supervisor or manager.
- For security and network maintenance purposes, authorised individuals within SPTA may monitor equipment, systems and network traffic at any time

### **Managing email**

- The email system must not to be used for the creation or distribution of any disruptive or offensive messages
- SPTA employees are provided with an SPTA email account.
- Employees are not permitted to use personal email accounts for SPTA business.

### Safe use of images

- With the written consent of parents (on behalf of students) and staff, Academies may permit the appropriate taking of images by staff and students with Academy equipment.
- This consent form is considered valid for the entire period the child attends the Academy unless there is a change in the child's circumstances.
- Parents/ carers may withdraw permission, in writing, at any time
- Students' full names will not be published alongside their image. Email and postal addresses of students will not be published.

### Facebook

- SPTA Academies are not permitted to have Facebook accounts for their Academy.
- Staff may use Facebook in their own time using their own IT assets. However:
  - Under no circumstances should pupils or ex-pupils under the age of 18 be accepted as a friend. Failure to follow this will result in disciplinary action being taken under the SPTA Disciplinary policy. If a child requests a member of staff as a friend then the child's parents must be informed.
  - Staff are asked to use extreme caution if a parent makes contact through Facebook. In the event of communicating with a parent or adult associated with a child who attends the school, an employee must not make any comments about students, staff or parents.
  - Any statements or status remarks must not contain any comments about SPTA, the Academy, staff, parents or students.
  - Teaching Staff should not use SPTA equipment to access social networking sites as part of their work unless prior permission has been granted by their Line Manager.

### Twitter

- SPTA Academies may use Twitter social networking as method of communication with stakeholders. This communication is permitted by SPTA providing it adheres to the following guidelines.
  - The Principal is responsible for the content of the Academy Twitter feed.
  - The Twitter feed must be used for Academy business only. The content must be appropriate and considered.
  - Access to an Academy Twitter account will be managed by the Principal with an authorised user list available to SPTA on request.
  - An administration account for all Academy Twitter feeds must be submitted to SPTA CITS upon request. ○ Inappropriate content posted via Twitter will result of suspension of the account and control of the account will be taken by SPTA CITS.