Acceptable Use Policy – Staff

(Including use of Mobile Devices)

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1. Introduction

This Acceptable Use Policy applies to staff of Reigate Grammar School Riyadh (RGSR). In this policy 'staff' includes teaching and non-teaching staff, visiting teachers, supply teachers, the Principal and Senior Leaders, and regular volunteers.

2. Online Behaviour

As a member of the school community you should follow these principles in all of your online activities:

- Ensure that your online communications, and any content you share online, are respectful of others;

- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the school community (for example, content that is obscene, or promotes violence, discrimination, or extremism);

- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly;

- Do not access or share material that infringes copyright, and do not claim the work of others as your own;

- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities;

- Staff should not use their personal email, or social media accounts to contact students or parents, and students and parents should not attempt to discover or contact the personal email addresses or social media accounts of staff.

3. Using the School's IT systems

Whenever you use the school's IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access school IT systems using your own username and password. Do not share your username or password with anyone else;

- Do not attempt to access parts of the system that you do not have permission to access;

- Do not attempt to install software on, or otherwise alter, school IT systems;

- Do not use the school's IT systems in a way that breaches the principles of online behaviour set out above.

4. Mobile Devices

Mobile device technology has advanced significantly over the last few years, and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile devices, enabling access to a wide range of new content and services globally. Many devices (including mobile phones, tablets, smart watches, etc.) provide a wide range of functions alongside those such as messaging, camera and video recording.

4.1 Statement on Mobile Devices

It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, and which are most susceptible to misuse, including taking and distribution of indecent images, exploitation and bullying. It is also recognised that mobile devices can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobiles devices are misused, it may impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it may be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile devices is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas situated within RGSR are:

- Changing areas
- Toilets

A zero-tolerance policy is in place with regards to the use of personal or work-related devices by any individual in these areas.

4.2 Mobile Device Code of Conduct

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or bans on the actions of others may be counterproductive, leading to a culture of suspicion, uncertainty and secrecy. The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far outweigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile devices within RGSR, which is agreed to by all practitioners.

However, all staff should:

- Have a clear understanding of what is acceptable use and what constitutes misuse;

- Avoid putting themselves into compromising situations with mobile devices which could be misinterpreted and lead to possible allegations;

- Understand the need for professional boundaries and clear guidance regarding acceptable use;

- Be responsible for self-moderation of their own behaviours;

- Be aware of the importance of reporting concerns promptly;

4.3 Mobile Device Guidance

Clear guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within RGSR, and to ensure effective safeguarding practice is promoted to protect against potential misuse. In the interests of equality, and further to promote safety, the guidance applies to any individual who has a mobile device on site, including students, parents and visitors, as detailed below:

- It is recognised that mobile phones provide direct contact with others, and at times provide necessary reassurance due to their ease of access, particularly at stressful times. In addition, they may enhance our own wellbeing and peace of mind, reduce stress and enable more effective concentration on work.

- Staff are permitted to have their mobile phones with them; however, all personal use is limited to allocated staff breaks, or non-contact periods when staff are not with students. The Head of School, Senior Leaders, DSL, and Senior Administrative staff are provided exception due to their nature of work, however these staff members should still use their mobile phones with discretion when in public spaces and never when with students.

- Personal calls and messages must not be taken or made during lesson time, nor should staff be on social media sites.

- Any individual bringing a personal mobile device into RGSR must ensure that it contains no inappropriate or illegal content.

- It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond the school's control. This means that it is available for emergency/urgent contact at all times.

4.4 Use of mobile devices to record images of students within school
Staff receive thorough safeguarding training and understand the significance of their role in protecting the images of students. We recognise that capturing student memories through photographs can play an important part in celebrating everyday successes, achievements and milestones in a student's life.

In the EYFS there are staff issued tablets which should be used to take images of students within school. In Preparatory and Senior Schools staff should use a school tablet to take images of students within school.
At no time should any images be taken and stored on personal devices, unless authorised to do so by the Head of School.

Images MUST NOT be shared beyond the school community by individual staff members, however images may sometimes be used on the school website, social media and other marketing materials. Parents give permission for this on entry to the school.

Staff are NOT permitted to use their own personal devices for contacting students within or outside of the setting unless authorised by the Head of School.

4.5 School Mobile Phones for Educational Visits
RGSR has a number of school mobile phones which are to be used for educational visits. A mobile phone is an essential part of the emergency toolkit which is taken on off-site trips. It is also a means for staff to take photographs which can be shared with parents and the school community.

Effective security measures are in place to safeguard against any potential misuse. Only authorised individuals who have received appropriate safeguarding training have access to the school mobile phones and the phones should be stored securely when not in use. Personal calls are not permitted to be made on the school mobile phones, staff issued tablets or school tablets, other than in agreed exceptional circumstances.

5. Breaches of this Policy
A breach of this policy will be dealt with as a disciplinary matter using the school's usual procedures. In addition, a deliberate breach may result in the school restricting your access to school IT systems.

If you become aware of a breach of this policy or the e-Safety Policy, or you are concerned that a member of the school community is being harassed or harmed online you should report it to the Head of School. Reports will be treated sensitively.

6. Compliance with Related School Policies
This policy should be read in conjunction with the school's e-Safety Policy and the Staff Code of Conduct.