



BRETHERTON ENDOWED CE PRIMARY SCHOOL Staff ICT Professional Responsibilities

“Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God’s love.”

This policy is for Bretherton Endowed CE Primary School and The Hub, Bretherton Endowed Out of School Provision.

When using any form of ICT, including the internet in school and outside school

For your own protection:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role.
- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube
- 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.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately. This is important for application such as CPOMs.
- Only take images of pupils and/or staff for professional purposes in accordance with school policy and with the knowledge of SLT.
- Do not post any photographs taken at school including children or resources on personal accounts.
- 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 our organisation or professional role into disrepute.
- You have a duty to report any e safety incident whether in or out of school which may impact on you, your professionalism or school.
- This content will be covered by the whistleblowing policy.

Bretherton Endowed CE Primary School – Policy Document

Signed on behalf of Governing Body

Adopted : May 2023

To be reviewed by end of 2025

All aspects of our policy intends to comply within the Data Protection (GDPR) legislation.



Headteacher : Mrs Alison Moxham

Chair of Governors : Mrs P Aspden

www.brethertonschool.org.uk