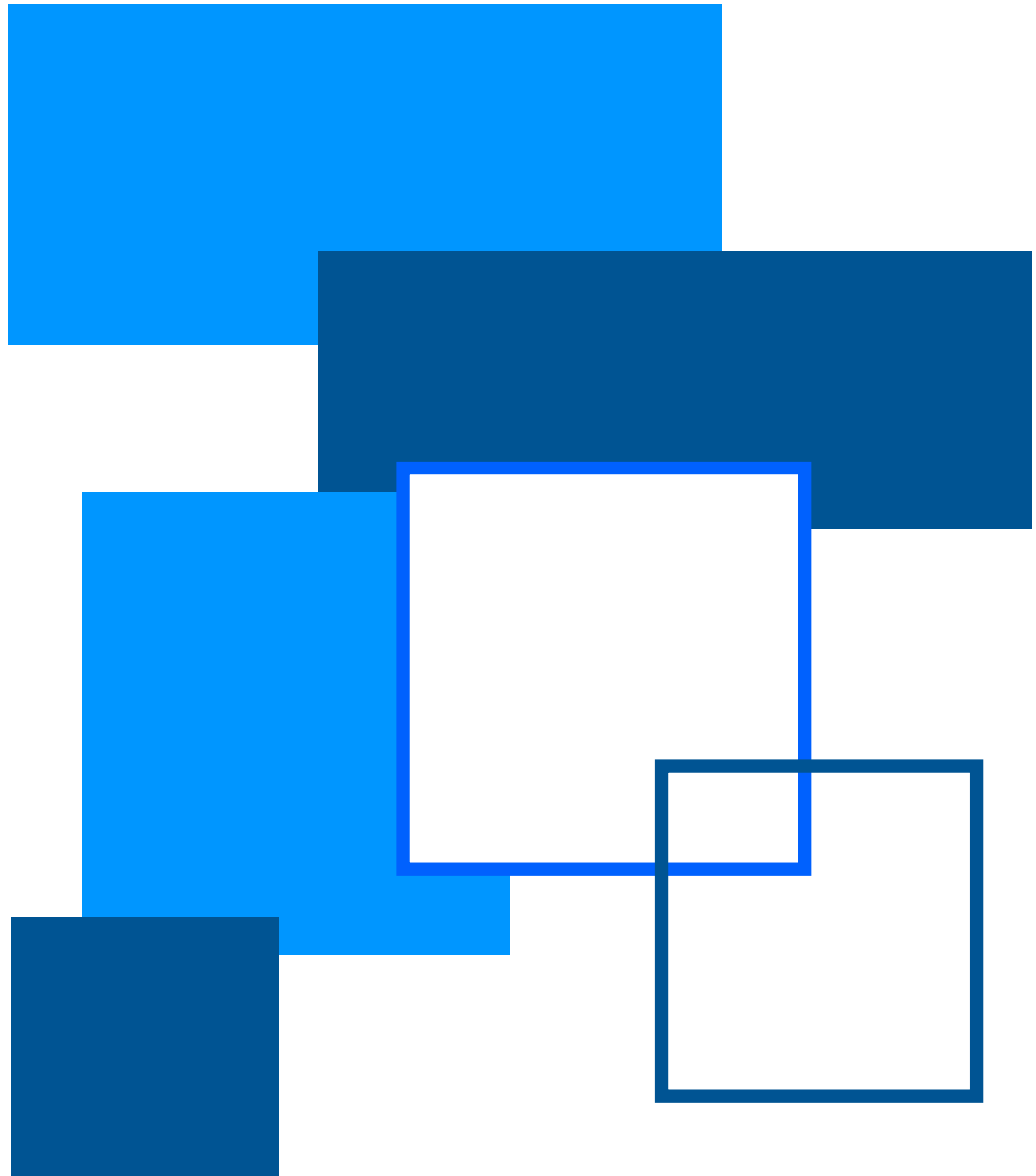


# School Staff Guidelines for E-Safety



This booklet is designed to highlight the important issues surrounding Internet Safety for all adults working in schools.

## Mobile Phones

Staff need to be aware that great care is needed when using personal mobile phones.

- ◆ Where possible, always use the school's mobile phone during school visits
- ◆ *Your personal mobile phone should not be used to communicate with pupils/students or parents - but if unavoidable then withhold your number, either by entering 141 before dialling or by changing your phone settings so that your caller ID is not shown*
- ◆ Note that it is not possible to withhold your mobile phone number when sending a text, so text messaging should be avoided unless it is an emergency

### You are advised not to:

- ◆ take photographs of pupils/students using a mobile phone
- ◆ *keep or leave a mobile phone anywhere where a pupil/student could get hold of it*
- ◆ *use your mobile phone during lessons apart from in an emergency*
- ◆ give your personal mobile phone number to pupils/students or parents
- ◆ *lend your mobile phone to pupils/students for any reason*
- ◆ keep a message or picture on your mobile phone that you wouldn't be willing to let anyone see

## Personal Internet Use

- ◆ There should be no personal use of the Internet during pupil contact time
- ◆ Occasional and sensible personal use of the Internet is acceptable as long as it doesn't affect your work (please refer to your own school's Acceptable Use policy)
- ◆ 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 endanger your career
- ◆ The headteacher/E-safety coordinator must be informed of any accidental access to inappropriate material so that internet filters can be updated

## Data Protection and Copyright

- ◆ The permission of a relevant individual or parent/guardian, in the case of a pupil/student, must be sought, before any personal 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

## Photography and Video

- ◆ Ensure that any parental preference is adhered to regarding photography and video
- ◆ You must be able to justify any images/video of pupils/students from school in your possession
- ◆ ICT equipment (including photography and video resources) belonging to the school/county should be used for work purposes only
- ◆ Personal photography/video equipment should not be used to record school activities. If this is unavoidable, images must be transferred immediately to school ICT equipment
- ◆ It is not advisable to store images/video of pupils/students on personal computers

## eMail

- ◆ Personal e-mail addresses should not be used to communicate with pupils/students
- ◆ Zimbra e-mail addresses can be used to communicate with pupils/students about professional matters where necessary
- ◆ Zimbra e-mail addresses should not be used for personal use
- ◆ The use of e-mail/text messaging in cases of harassment or bullying in the workplace including bullying from pupils/students, should be brought immediately to the attention of the headteacher/E-safety coordinator, with any electronic communication kept as evidence

## Social Networking

- ◆ It is not acceptable for staff to make inappropriate comments about their work-place or colleagues on a social networking website or blog facility
- ◆ It is not acceptable for staff to make personal use of websites such as Facebook, Bebo, Myspace, Flickr or Twitter, or to blog, during their working hours
- ◆ Frequently check your privacy settings on websites such as Facebook, Bebo and Myspace to ensure that you can control who can see your information
- ◆ Take great care regarding the type of information you publish about yourself or personal photographs you post. Once this information is posted, it can be freely passed on and impossible to take back. Future employers are highly likely to look for online information about prospective employees
- ◆ Permission should be sought from fellow staff members before posting images of them online
- ◆ Do not become online 'friends' with pupils/students and think carefully before 'friending' a past pupil/student
- ◆ Think carefully about 'friending' parents of pupils/students in your school/class
- ◆ When blogging, or making postings of any kind online, it is recommended that you don't publish anything that you wouldn't be prepared to be associated with
- ◆ It is not acceptable for staff or pupils/students to make inappropriate comments about the establishment, staff, or fellow pupils/students on a social networking website, or place photographs of them on such sites without permission. Any incidents of this nature should be reported to the headteacher /E-safety coordinator

## Teachers Union Advice

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

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### Useful Websites and Contacts

<http://teachersupport.info/cymru/>

<http://publications.education.gov.uk/eOrderingDownload/cyberbullying-staff.pdf>

<http://www.getsafeonline.org>

<http://esafety.ngfl-cymru.org.uk>

<http://schools.becta.org.uk>

<http://www.teachersupport.info>

[grmorgan@carmarthenshire.gov.uk](mailto:grmorgan@carmarthenshire.gov.uk)

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