GUIDANCE ON ICT USAGE IN SCHOOLS POLICY

Reviewed February 2024

Date of next review February 2025

It is now a regular and frequent requirement upon supply staff to use the school's ICT equipment as part of their teaching responsibilities. This is a reasonable expectation and candidates should endeavour to use such resources to maximise their impact on pupils' learning. When utilising ICT equipment in schools, candidates should follow some simple guidelines:

1. Familiarise yourself with the school's policy and procedure on the use of ICT equipment. As with all school policies, you are expected to adhere and abide to such rules when you are working in that school. It is important to try and establish what the rules are.

2. Try to arrange access to the school's network with your own username and password. Avoid using another person's 'log-in' where possible.

3. Do not use the school's computers for personal use. It will reflect badly on you and The Graduate Network if you are seen to be undertaking such activities.

4. When using the internet (for research or teaching purposes) ensure that the sites you visit are relevant and appropriate. If you should inadvertently visit a site that has inappropriate material displayed, immediately close down the site and report the circumstances to a member of the school's senior management team.

5. Do not let pupils or other staff use your 'log in' details and always 'log off' if your computer is going to be left unattended at any time.

6. If you suspect a pupil (or another member of staff) has used your log in credentials to access a schools computer, report the details to a member of the schools senior management team immediately.

7. If you find evidence that school computers may have been used to access inappropriate web sites or download inappropriate material, report this to a member of the schools senior management team immediately.

8. If you have access to the school's email system, do not use it for sending personal emails. If you receive joke emails do not forward these on in any circumstances.

9. If you are required to send emails, ensure that you always use appropriate language. Check what you are writing to make sure that it could not be misconstrued.

10. Under no circumstances should you ever enter into over-familiar correspondence with pupils. Remember that you are in a position of trust.

11. If you receive e-mail correspondence from a pupil that concerns you, report this immediately to a member of the school's senior management team.

12. Never give a pupil your mobile phone number. Similarly, do not ask for (or receive) the mobile telephone number of a pupil. There are no valid reasons why this should be necessary and to do so could create suspicion and place you in a vulnerable position.