



## Acceptable Use Policy for Adults

St Monica's Catholic Primary School has provided computers for use by staff as an important tool for teaching, learning and administration of the school. Use of school computers, by both members of staff and pupils, is governed at all times by the following policy. Please ensure that you understand your responsibilities under this policy, and direct any questions or concerns to the ICT Engineer in the first instance.

The purpose of the policy is to ensure the school network is operated safely and all users of ICT are safe. It refers to our school ICT network and to the use of mobile technologies within it and explains the behaviours, which are acceptable and unacceptable within our school.

### **1.0 Introduction**

1.1 This Policy should be read in conjunction with other relevant school and Local Authority policies, Procedures and Codes of Conduct including:

- Privacy Notice
- Data Protection and GDPR Policy
- Information Security – Corporate Acceptable Use Policy
- E-mail, Internet and Intranet Monitoring Policy
- Cyber bullying: Practical Advice for School Staff
- Disciplinary Procedure
- Media (talking to the Press – LBH)

1.2 Management will ensure that staff are given sufficient training and knowledge to be able to recognise and report potential misuse and to enable them to use software and systems as relevant to their role. All members of staff are encouraged to make use of the resources developed by Childnet (<http://www.childnet.com>). Advice can also be sought from professional associations and trade unions.

### **2.0 Application**

2.1 This policy applies to the school governing body, all teaching and other staff, whether employed directly by the school, external contractors providing services on behalf of the school, teacher trainees and other trainees, volunteers and other individuals who work for or provide services on behalf of the school. These individuals are collectively referred to in this policy as staff or staff members.

2.2 The policy applies in respect of all ICT resources and equipment within the school and resources that have been made available to staff for working at home. ICT resources and equipment includes computer resources, use of school internet access and email systems, software (including use of software such as FMS, HCSS, SIMS, Active Inspire etc.), school telephones and text systems, cameras and recording equipment, intranet and virtual learning environment and any other electronic or communication equipment used in the course of the employee or volunteer's work.

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- 2.2 This policy also provides advice to staff in respect of the potential risks and consequences in relation to inappropriate use of their own personal ICT facilities, where this use is inconsistent with the expectations of staff working with children and young people.

## 3.0 Access

- 3.1 School staff will be provided with a logon with which they are entitled to use the school ICT facilities and advised what hardware and software they are permitted to access, including access to the internet and email. Unless indicated, staff can use any facilities available subject to the facilities not being in use by pupils or other colleagues. Access is provided to enable staff to both perform their role and to enable the wider staff in the school to benefit from such facilities.
- 3.2 Where staff have been provided with a school email address to enable them to perform their role effectively, it would **not** normally be used to communicate with parents and pupils unless express permission has been provided. Where staff are able to access email outside of school hours, the email facility should not routinely be used to undertake school business outside of normal office hours.
- 3.3 Access to certain software packages and systems (e.g HCSS; SIMS, FMS, school texting services) will be restricted to nominated staff and unless permission and access has been provided, staff must not access these systems.
- 3.4 Some staff may be provided with laptops and other equipment for the performance of their role. Where provided, staff must ensure that their school laptop/other equipment is not accessible by others when in use at home and that it is not used inappropriately by themselves or others. Staff must also ensure that they bring their laptop/equipment in as required for updating of software, licences and virus protection.
- 3.5 Where the school provides digital cameras and other recording equipment for educational and school business use and it is used away from the school site, it must be kept secure and safe. Where pictures of pupils are taken, staff must ensure that they ensure consent has been provided by parents, and that devices on which pupil photographs are stored remain in the school at all times.
- 3.6 If the school does not provide school mobile phones, staff may use, in urgent or emergency situations during off site visits, their personal mobile telephones. Where used in these emergency situations and a cost incurred, the school may provide reimbursement of the cost of any calls made. Should staff need to make contact whilst off site, this should normally be undertaken via the school rather than a direct call from the individual's personal mobile. **School staff who have access to colleagues' personal contact details must comply with all confidential and data protection conditions.**
- 3.7 Whether school staff have access to the school telephone system for personal use is determined by the school. Where such use is made of this facility, it must be done during



break periods, must not be excessive and the school could require either the cost of the call or a donation to be made towards the cost of the call.

- 3.8 The school will ensure that Display Screen Equipment assessments are undertaken in accordance with its Health and Safety Policy.

## 4.0 Communication with parents, pupils and governors

- 4.1 The school communicates with parents and governors through a variety of mechanisms. The points below highlight who is normally authorised to use which systems and can directly communicate without requiring any approval before use or to agree content. School must indicate to staff if any other staff are permitted to make contact using the systems below:

4.1.1 **School Telephones** – all teachers, administrative staff and staff who have been permitted through their roles in pupil welfare or a home/school link staff. Normally teaching assistants and lunchtime supervisory staff would need to seek approval from a member of the senior leadership team where they feel they need to make a telephone call to a parent.

4.1.2 **Text System** – Office staff. Where other staff need to send a text, this is normally approved by a member of the Senior Leadership Team.

4.1.3 **Class Dojos and any other internal communication software/platforms** – All staff. Class teachers have primary responsibility for all the content in their designated Class Dojos and other platforms. All members of staff must ensure that information uploaded on these mediums are checked for accuracy, grammar and content before they are made live. Be aware that this is a form of social media as well.

4.1.4 **Letters** – Normally all teachers may send letters home, but they may be required to have these approved by the Headteacher before sending. Where office staff send letters home these will normally require approval by the School Business Manager/Administrative Officer.

4.1.5 **Email** – school email accounts should not be used for communication with parents unless approved by a member of the senior leadership team. Email is used as a normal method of communication amongst school governors and where governors are linked in particular areas with members of staff, communication may take place via email.

4.1.6 **Home Visits** – All home visits are normally subject to approval by the senior leadership team and must follow the school's policy on home visits.

- 4.2 Under normal circumstances, school staff should not be using any of the methods outlined above to communicate directly with pupils. If a member of staff needs to contact a pupil direct via any of these methods, this must be approved by the Headteacher.



- 4.3 Where pupils are submitting work electronically to school staff, this must be undertaken using school systems and not via personal email.

## 5.0 Social Media

- 5.1 School staff are advised to exercise extreme care in their personal use of social networking sites, giving consideration to their professional role working with children. Staff should make appropriate use of the security settings available through social networking sites and ensure that they keep them updated as the sites change their settings. Staff are advised that inappropriate communications that come to the attention of the school can lead to disciplinary action, including dismissal.
- 5.2 Staff should bear cognisance of requirements of the (new) GDPR when handling personal information. Please refer to the Privacy Notices.

## 6.0 Unacceptable Use

- 6.1 **Appendix 1** provides a list of Dos and Don'ts for school staff to enable them to protect themselves from inappropriate use of ICT resources and equipment. **School systems and resources must not be used under any circumstances for the following purposes:**

6.1.1 To communicate any information that is confidential to the school or to communicate/share confidential information which the member of staff does not have authority to share;

6.1.2 To present any personal views and opinions as the views of the school, or to make any comments that are libelous, slanderous, false or misrepresent others;

6.1.3 To access, view, download, post, email or otherwise transmit pornography, sexually suggestive or any other type of offensive, obscene or discriminatory material;

6.1.4 To communicate anything via ICT resources and systems or post that may be regarded as defamatory, derogatory, discriminatory, harassing, bullying or offensive, either internally or externally;

6.1.5 To communicate anything via ICT resources and systems or post that may be regarded as critical of the school, the leadership of the school, the school's staff or its pupils;

6.1.6 To upload, download, post, email or otherwise transmit or store material that contains software viruses or any other computer code, files or programmes designed to interrupt, damage, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;

6.1.7 To collect or store personal information about others without direct reference to The Data Protection Act and the GDPR;

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6.1.8 To use the school's facilities to undertake any trading, gambling, other action for personal financial gain, or political purposes, unless as part of an authorised curriculum project;

6.1.9 to visit or use any online messaging service, social networking site, chat site, web based email or discussion forum not supplied or authorised by the school;

6.1.10 to undertake any activity (whether communicating, accessing, viewing, sharing, uploading or downloading) which has negative implications for the safeguarding of children and young people;

6.2 Any of the above activities are likely to be regarded as gross misconduct, which may, after proper investigation, lead to dismissal. If employees are unsure about the use of ICT resources including email and the intranet, advice should be sought from a member of the Senior Leadership Team or ICT lead if applicable.

6.3 Where an individual accidentally or unintentionally accesses a website or material that contains any prohibited content, they must leave the site immediately and inform the Headteacher or other member of the senior leadership team. Our school already use appropriate blocking software to avoid the potential for this to happen in the school. Reporting to the Headteacher or senior leadership team equally applies where school staff are using school equipment or facilities at home and accidentally access inappropriate sites or material. Genuine mistakes and accidents will not be treated as a breach of this policy.

6.4 Where an individual has been communicated with in a manner outlined above (e.g. has received an inappropriate email or attachment), they are advised to report this immediately to the Headteacher or another member of the senior leadership team so that this can be dealt with appropriately.

## **7.0 Personal and private use**

7.1 All school staff with access to computer equipment, including email and internet, are permitted to use them for occasional personal use provided that this is access is not:

7.1.1 Taking place at the expense of contracted working hours (i.e. is not taking place during paid working time)

7.1.2 Interfering with the individual's work

7.1.3 Relating to a personal business interest

7.1.4 Involving the use of news groups, chat lines or similar social networking services

7.1.5 At a cost to the school

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## 7.1.6 Detrimental to the education or welfare of pupils at the school

- 7.2 Excessive personal use of school facilities is likely to be considered to be a disciplinary matter, may lead to restricted access to computer equipment and where costs are incurred (e.g. personal telephone use), the school will seek reimbursement from the member of staff.
- 7.3 It is important for staff to also be aware that inappropriate use of their own personal or other ICT facilities in their personal time, can have implications for their employment situation where this becomes known and the activities that are undertaken are inconsistent with the expectations of staff working with children and young people.
- 7.4 Where school staff have brought their own personal equipment such as mobile telephones, digital assistants, laptops and cameras, into the school, these personal items, should not be used during pupil contact sessions unless authorised. Staff should follow all points outlined in this section in relation to their personal use. Staff should ensure that there is no inappropriate content on any of these pieces of equipment and ensure that they are not accessed by pupils at any time. Such equipment should not normally be required to enable staff to undertake their role but where it is used, staff should take care to ensure any school data/images are deleted following use of the equipment.
- 7.5 Whilst individuals may be required to use their personal mobile telephone to make contact with the school, staff should exercise care and seek reimbursement as outlined in section 3.

## 8.0 Security and confidentiality

- 8.1 Any concerns about the security of the ICT system should be raised with the ICT Engineer.
- 8.2 Staff are required to ensure that they keep any passwords confidential, do not select a password that is easily guessed and regularly change such passwords.
- 8.3 School staff must take account of any advice issued regarding what is permitted in terms of downloading educational and professional material to the school server. Where staff are provided with a memory pen for such activity, to both protect the integrity of the server and to save space, this should be used. All staff must review the appropriateness of the material that they are downloading prior to downloading and are encouraged to do so from known and reputable sites to protect the integrity of the school's systems. Where problems are encountered in downloading material, this should be reported to the school's ICT lead.
- 8.4 Where staff are permitted to work on material at home and bring it in to upload to the school server through their memory pens, they must ensure that they have undertaken appropriate virus checking on their systems. Where provided, staff should normally use their school issued laptop for such work.

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- 8.5 Staff must ensure that they follow appropriate and agreed approval processes before uploading material for use by pupils to the pupil ICT system and/or VLE.
- 8.6 Whilst any members of school staff may be involved in drafting material for the school website, staff must ensure that they follow appropriate and agreed approval processes before uploading material to the website. This includes the school's Twitter account.
- 8.7 The IT Engineer is responsible for ensuring that all equipment is regularly updated with new software including virus packages and that licences are maintained on all school based and school issued equipment. Staff must ensure that they notify the nominated staff when reporting any concerns regarding potential viruses, inappropriate software or licences.
- 8.8 Staff must ensure that their use of the school's ICT facilities does not compromise rights of any individuals under the Data Protection Act and the GDPR. This is particularly important when using data off site and electronic data must only be taken off site in a secure manner, either through password protection on memory pens or through encrypted memory pens. This is also particularly important when communicating personal data via email rather than through secure systems. In these circumstances, staff must ensure that they have the correct email address and have verified the identity of the person that they are communicating the data with.
- 8.9 Staff must also ensure that they do not compromise any rights of individuals and companies under the laws of Copyright through their use of ICT facilities, including during lessons.

### **9.0 Monitoring**

- 9.1 The school uses LGfL ICT services and therefore is required to comply with their email, internet and intranet policies.
- 9.2 The school and LBH reserve the right to monitor the use of email, internet and intranet communications and where necessary data may be accessed or intercepted in the following circumstances:
  - 9.2.1 To ensure that the security of the school hardware, software, networks and systems are not compromised
  - 9.2.2 To prevent or detect crime or unauthorised use of the school hardware, software, networks or systems
  - 9.2.3 To gain access to communications where necessary where a user is absent from work

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- 9.3 Where staff have access to the internet during the course of their work, it is important for them to be aware that the school may track the history of the internet sites that have been visited.
- 9.4 To protect the right to privacy, any interception of personal and private communications will not take place unless grounds exist to show evidence of crime, or other unlawful or unauthorised use. Such interception and access will only take place following approval by the Chair of Governors, after discussions with relevant staff in LBH's HR, IT and Audit teams and following an assessment to determine whether access or interception is justified.

### **10.0 Whistleblowing and cyberbullying**

- 10.1 Staff who have concerns about any abuse or inappropriate use of ICT resources, virtual learning environments, camera/recording equipment, telephony, social networking sites, email or internet facilities or inappropriate communications, whether by pupils or colleagues, should alert the Headteacher to such abuse. Where a concern relates to the Headteacher, this should be disclosed to the Chair of Governors. If any matter concerns child safety, it should also be reported to the Designated Safeguarding Lead (DSL).
- 10.2 It is recognised that increased use of ICT has led to cyberbullying and/or concerns regarding e-safety of school staff. Staff are strongly advised to notify their Headteacher where they are subject to such circumstances. Advice can also be sought from professional associations and trade unions. Support is also available through Hampshire's confidential counselling service, Employee Support (0800 030 5182) and also via the UK Safer Internet Centre [helpline@safetinternet.otg.uk](mailto:helpline@safetinternet.otg.uk) or 0844 381 4772.
- 10.3 Further advice on cyberbullying and harassment can be found in the School Social Media Policy and in Cyber bullying: Practical Advice for School Staff.

### **11. Signature**

- 11.1 It is normal practice for staff to read and sign a declaration as outlined in Appendix 2, to confirm that they have had access to the acceptable use policy and that they accept and will follow its terms.
- 11.2 Staff must comply with the terms of this policy. Any breach will be considered to be a breach of disciplinary rules, which may lead to a disciplinary sanction (e.g. warning), dismissal, and/or withdrawal of access to ICT facilities. Staff should be aware, that in certain instances, inappropriate use of ICT may become a matter for police or social care investigations.





## Dos and Don'ts: Advice for Staff

## Appendix 1

Whilst the wide range of ICT systems and resources available to staff, both in school and outside of school, have irrefutable advantages, there are also potential risks that staff must be aware of. Ultimately if staff use ICT resources inappropriately, this may become a matter for a police or social care investigation and/or a disciplinary issue which could lead to their dismissal. Staff should also be aware that this extends to inappropriate use of ICT outside of school.

**This Dos and Don'ts list has been written as a guidance document. Whilst it is not fully comprehensive of every circumstance that may arise, it indicates the types of behaviours and actions that staff should not display or undertake as well as those that they should in order to protect themselves from risk.**

### General issues

#### Do:

- ensure that you do not breach any restrictions that there may be on your use of school resources, systems or resources
- ensure that where a password is required for access to a system, that it is not inappropriately disclosed
- respect copyright and intellectual property rights
- ensure that you have approval for any personal use of the school's ICT resources and facilities
- be aware that the school's systems will be monitored and recorded to ensure policy compliance
- ensure you comply with the requirements of the Data Protection Act when using personal data
- seek approval before taking personal data off of the school site
- ensure personal data is stored safely and securely whether kept on site, taken off site or accessed remotely
- report any suspected misuse or concerns that you have regarding the school's systems, resources and equipment to the Headteacher or designated manager and/or Designated Safeguarding Lead as appropriate
- be aware that a breach of your school's Acceptable Use Policy will be a disciplinary matter and in some cases, may lead to dismissal
- ensure that any equipment provided for use at home is not accessed by anyone not approved to use it
- ensure that you have received adequate training in ICT
- ensure that your use of ICT bears due regard to your personal health and safety and that of others.

#### Don't

- access or use any systems, resources or equipment without being sure that you have permission to do so
- access or use any systems or resources or equipment for any purpose that you don't have permission to use the system, resources or equipment for
- compromise any confidentiality requirements in relation to material and resources accessed through ICT systems
- use systems, resources or equipment for personal use without having approval to do so.

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- use other people's log on and password details to access school systems and resources
- download, upload or install any hardware or software without approval
- use unsecure removable storage devices to store personal data
- use school systems for personal financial gain, gambling, political activity or advertising
- communicate with parents and pupils outside normal working hours unless absolutely necessary

### Use of email, the internet, VLEs and school intranets

#### Do:

- alert your Headteacher or designated manager if you receive inappropriate content via email
- be aware that the school's email system will be monitored and recorded to ensure policy compliance
- ensure that your email communications are compatible with your professional role
- give full consideration as to whether it is appropriate to communicate with pupils or parents via email, or whether another communication mechanism (which may be more secure and where messages are less open to misinterpretation) is more appropriate
- be aware that the school may intercept emails where it believes that there is inappropriate use
- seek support to block spam
- alert your Headteacher or designated manager if you accidentally access a website with inappropriate content
- be aware that a website log is recorded by the school and will be monitored to ensure policy compliance
- answer email messages from pupils and parents within your directed time
- mark personal emails by typing 'Personal/Private' within the subject header line

#### Don't

- send via email or download from email, any inappropriate content
- send messages that could be misinterpreted or misunderstood
- use personal email addresses to communicate with pupils or parents
- send messages in the heat of the moment
- send messages that may be construed as defamatory, discriminatory, derogatory, offensive or rude
- use email systems to communicate with parents or pupils unless approved to do so
- download attachments from emails without being sure of the security and content of the attachment
- forward email messages without the sender's consent unless the matter relates to a safeguarding concern or other serious matter which must be brought to a senior manager's attention
- access or download inappropriate content (material which is illegal, obscene, libelous, offensive or threatening) from the internet or upload such content to the school or HCC intranet
- upload any material onto the school website that doesn't meet style requirements and without approval to do so.

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## Use of telephones, mobile telephones and instant messaging

### Do

- ensure that your communications are compatible with your professional role
- ensure that you comply with your school's policy on use of personal mobile telephones
- ensure that you reimburse your school for personal telephone calls as required
- use school mobile telephones when on educational visits

### Don't

- send messages that could be misinterpreted or misunderstood
- excessively use the school's telephone system for personal calls
- use personal or school mobile telephones when driving
- use the camera function on personal or school mobile telephones to take images of colleagues, pupils or of the school

## Use of cameras and recording equipment

### Do

- ensure that material recorded is for educational purposes only
- ensure that where recording equipment is to be used, approval has been given to do so
- ensure that material recorded is stored appropriately and destroyed in accordance with the school's policy
- ensure that parental consent has been given before you take pictures of school pupils

### Don't

- bring personal recording equipment into school without the prior approval of the Headteacher
- inappropriately access, view, share or use material recorded other than for the purposes for which it has been recorded
- put material onto the VLE, school intranet or intranet without prior agreement from a member of senior staff

## Use of social networking sites

### Do

- ensure that you understand how any site you use operates and therefore the risks associated with using the site
- familiarise yourself with the processes for reporting misuse of the site
- consider carefully who you accept as friends on a social networking site
- report to your Headteacher any incidents where a pupil has sought to

- become your friend through a social networking site
- take care when publishing information about yourself and images of yourself on line – assume that anything you release will end up in the public domain
- ask yourself about whether you would feel comfortable about a current or prospective employer, colleague, pupil or parent viewing the content of your page



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- follow school procedures for contacting parents and/or pupils
- only contact pupils and/or parents via school based computer systems
- through your teaching, alert pupils to the risk of potential misuse of social networking sites (where employed in a teaching role)

### **Don't**

- spend excessive time utilising social networking sites while at work
- accept friendship requests from pupils – you may be giving them

access to personal information, and allowing them to contact you inappropriately

- put information or images on line or share them with colleagues, pupils, or parents (either on or off site) when the nature of the material may be controversial
- post anything that may be interpreted as slanderous towards colleagues, pupils or parents
- use social networking sites to contact parents and/or pupils



To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with parents, pupils and others, they are asked to sign this code of conduct. Staff should consult the detail of the school's Policy for Staff Acceptable Use of ICT for further information and clarification.

- I appreciate that ICT includes a wide range of system, including mobile phones, personal digital assistants, cameras, email, internet and HCC intranet access and use of social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it may be a criminal offence to use the school ICT system for a purpose not permitted.
- I understand that I must not communicate information which is confidential to the school or which I do not have the authority to share.
- I understand that school information systems and hardware may not be used for personal or private without the permission of the Headteacher.
- I understand that my use of school information systems, internet and email may be monitored and recorded, subject to the safeguards outlined in the policy to ensure policy compliance.
- I understand the level of authority required to communicate with parents and pupils using the various methods of communication.
- I understand that I must not use the school ICT system to access inappropriate content.
- I understand that accessing, viewing, communicating and downloading material which is pornographic, offensive, defamatory, derogatory, harassing or bullying is inappropriate use of ICT.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager. I will not use anyone's account except my own.
- I will not install any software or hardware without permission.
- I will follow the school's policy in respect of downloading and uploading of information and material.
- I will ensure that personal data is stored securely and is used appropriately whether in school, taken off the school premises or accessed remotely. I will not routinely keep personal data on removable storage devices. Where personal data is required, it will be password protected/encrypted and removed after use.
- I will respect copyright, intellectual property and data protection rights.
- I understand use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.



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- I will report any incidences of concern regarding children's safety to the Designated Safeguarding Lead or Headteacher.
- I will report any incidences of inappropriate use or abuse of ICT and inappropriate electronic communications, whether by pupils or colleagues, to the Headteacher, or if appropriate, the Chair of Governors.
- I will ensure that any electronic communication undertaken on behalf of the school, including email and instant messaging are compatible with my professional role and that messages do not present personal views or opinions and cannot be misunderstood or misinterpreted.
- I understand the school's stance on use of social networking and given my professional role working with children, will exercise care in any personal use of social networking sites.
- I will ensure that any electronic communications with pupils, where permitted, are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with pupils in my care and help them to develop a responsible attitude to system use, communication and publishing.
- I understand that inappropriate use of personal and other non-school based ICT facilities can have implications for my employment at the school where this becomes known and where activities undertaken are inconsistent with expectations of staff working with children.

The school may exercise its right to monitor the use of the school's ICT systems and accesses, to intercept email and to delete inappropriate materials where it believes unauthorised use of the school's ICT systems may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, images or sound.

I have read and understand the Policy for Staff Acceptable Use of ICT and understand that inappropriate use may be considered to be misconduct or gross misconduct and may, after proper investigation, lead to a disciplinary sanction or dismissal. I understand that if I need any clarification regarding my use of ICT facilities, I can seek such clarification from any member of the Senior Leadership Team.

NAME: (PRINT): .....

SIGNED:.....DATE: .....

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The following outlines the school policy with regard to email communication between home and school.

All communication must respect the dignity of the recipient.

1. Within 48 hours - receipt of an email will be acknowledged (during term time but not over a weekend, other than emails to boarding houses).
2. Within 5 working days - provide a response to the email by telephone or in writing (including an email). This may include informing the sender that more time is required to provide a full response. If this is the case staff should indicate a timeframe in which a response should be expected.
3. If a member of staff is not able to deal with the email directly then they will pass it on to the most appropriate person and inform the sender that they have done so.
4. Staff will not be expected to monitor or respond to emails out of their normal working hours (including weekends and published school holidays). Whilst parents may compose emails at all sorts of hours to suit their own needs I would ask that emails are not normally sent outside of a member of staff's normal working hours. Mobile phones and other electronic devices that enable staff to access their school emails when away from school can make it difficult to 'ignore' a message from a parent, leading to unnecessary worry and anxiety on the part of the staff.
5. Whilst this is rare, if a member of staff receives an email which is of an aggressive tone, sets unreasonable demands or could otherwise be interpreted as harassing, they will refer this to a senior line manager in the school, who will decide if consideration needs to be given to dealing with further communication under the schools 'Persistent Complaints and Harassment Policy'.

In recent years communications between home and school have shifted quite dramatically from pen and paper to email; with email becoming the preferred and predominant mode of communication.

Email provides us with a quick, cheap and easy means of communication. As a result it is used for such a wide range of communications, it has also become increasingly difficult to distinguish between formal and informal communications.

The ease of communication via email has many advantages but these are proving to have ever diminishing returns, as the expectation for almost instantaneous reply, in a well-informed, considered and timely manner appears to be on the increase, with complaints following when this has not been the case.

As a school our first priority is to deliver high quality teaching and learning. The ability and ease of email communication directly with your child's teacher is a privilege. Many schools would not make this facility available to parents, as frequent requests for updates and information can distract teachers from their primary focus, teaching.

On any one day a teacher will have a plethora of demands on their time including up to five lessons teaching (and tutor time, lunch duties and activities, and after school practices and clubs). Teachers cannot and are not expected to monitor and manage their inbox during lessons

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or at other times in the day, when they should be planning and preparing for lessons, assessing student work or carrying out school duties.

The school (and you) expect teachers to be fully prepared, focused and engaged with students and supporting their learning. Whilst administration staff, support staff and senior leaders may be able to access emails more routinely, their primary function is to support teachers and students. Constantly monitoring and responding to email leads to what is commonly referred to in the aviation industry as 'task fixation'. In aircraft terms this leads pilots to be so fixated on the task in the flight deck that they forget to look out of the window. Whilst less dramatic, in a school it leads to staff focusing on the immediate task of responding to an email instead of concentrating on the delivering and supporting teaching and learning.

As parents we may feel that it is perfectly reasonable to ask for updates about our child's progress or behaviour. The occasional request might be manageable but if the parent of every child a teacher teaches asks for bespoke feedback just once in a year that would, on average, generate 190 required responses. In a similar vein parents cannot micro manage their child's education via email.

The school works hard to provide parents with timely and informative information concerning their child's progress throughout the year. Currently these are: four progress and effort reports, one full report and one parent teacher meeting each year. In addition to this staff may also telephone, write or email a parent to inform them of a serious incident or serious ongoing concerns about a child's behaviour or attitude to learning. They would not be expected to maintain a running dialogue about such matters, unless it has been agreed as part of a Pupil Support Plan.

We provide parents with an online system that enables them to view their child's attendance at lessons, behaviour and achievements by simply logging in. Parents are encouraged to use this facility.

### **Other things to consider**

When communicating with the school, please bear in mind that a great many staff are putting their heart and soul, and many, many hours into trying to help our students achieve well. We would never wish to discourage parents from communicating with staff, establishing a relationship and working together. Parental communication is essential, we do not always get it right and we need your feedback to help us to continue to improve.

On occasions staff face criticism over an activity which they may be doing entirely out of goodwill, (be it running a trip, or a team, or a play) and an ill-crafted email from an upset parent, even when the point is justified, can result in hurt being caused and a reluctance from staff to continue to go the extra mile, that we so much appreciate of them.

Likewise, even when a communication is about a core school responsibility, our communications need to be respectful. Couching a point as being 'direct', 'blunt' or 'honest' does not make it any less destructive to a relationship that should be based on trust and mutual respect. This applies to all communication and as staff we need to be just as careful in how we show we value our students and parents. We do not always get it right but we constantly aim to do so and to improve when this is not the case.

IT Engineer: Shipon Ahmed





## St Monica's Catholic Primary School, Hoxton, London



Many of you will be facing the same challenges in your own workplace from an increasing expectation of anytime, anywhere communications. Some readers may be of the view that this is simply the way the world works now. However, the school has a duty of care to staff, as it does to students. This includes a responsibility to ensure that the staffs' workload is manageable and does not unreasonably intrude in to their private life.

### **Finally**

There are enough good teachers leaving the profession as a result of not feeling very valued, and there is no need for us to add to this. Indeed the letters and emails of thanks and appreciation that we do receive are very much appreciated. We have an incredibly dedicated team of staff at St Monica's and we want to retain them and make them feel valued. It is therefore essential that we respect them and help them to maintain a sustainable workload.

In return, as members of staff of St Monica's, we promise to do our utmost to create a mutually respectful and effective relationship, for the ultimate benefit of our pupils.

***This Addendum on Communication was approved for inclusion in the Acceptable Use Policy for all Staff, Pupils and Parents by Governors on 14th January 2019.***