



# STAFF INDUCTION

## IT Policies

### Acceptable use of IT policy

All users of ICT in schools including adults and children must comply with our ICT and Internet Acceptable Use Policy which can be found here:

<https://www.3-18education.co.uk/wp-content/uploads/2024/06/ICT-and-Internet-Acceptable-Use-Policy.pdf>

And our Acceptable Use Agreements is here:

<https://www.3-18education.co.uk/wp-content/uploads/2024/06/Acceptable-Use-Agreements.pdf>

### Data Protection

We have a legal duty to protect the personal data of pupils, parents, suppliers, employees, workers and other third parties.

Please ensure you know your responsibilities by reading our Data Protection and Subject Access Request policy here:

<https://colehamprimary.co.uk/wp-content/uploads/2024/02/T3ET-Data-Protection-Policy-Autumn-2023.pdf>

**Important Subject Access Request SAR:** Any individual has the right to request access to all the information held about them. School has one month to comply with this Subject Access Request so it is important that you report this to the School Business Manager immediately if a parent or pupil requests any data we hold.

**Important Data Breaches:** The 3-18 Education Trust has 72 hours to report a serious breach of data to the Information Commissioners Office so please report any data breaches immediately to the Senior Leadership Team. It doesn't matter how small a data breach might be, it is good to maintain a culture of good data protection awareness and reporting.

### Privacy notice

The Privacy Notice below tells you what personal information the 3-18 Education Trust collects and uses and why:



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<https://www.3-18education.co.uk/wp-content/uploads/2024/06/Trust-Staff-Privacy-Notice.pdf>

## Email

Office365 is used for email

All staff will have an email address [firstname.surname@col.318education.co.uk](mailto:firstname.surname@col.318education.co.uk).

It is important you regularly check your emails as it is the main method of communication in school which includes safeguarding alerts. Emails should not be sent after 6pm unless it is an emergency communication or to celebrate good news.

## Office 365



## ICT Systems

The main ICT systems we use in school are:

**Sharepoint** for file storage.



**CPOMs** for Safeguarding recording (See Safeguarding section)

## CPOMS

**Arbor** is our pupil database and payments system. All staff have access to view pupil records including medical details and emergency contacts.

[Arbor Log in](#) Click logging for the first time.





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**Every** is our HR system used for staff records including recruitment, Single Central Record, absence, payroll claims. All staff have a personal log in to manage their own tasks. (see Employment section)



**Lessons Learned** is our staff appraisal system and all staff will have a personal log in. (see Employment section)



**Class Dojo** is a parental engagement system used by Teachers to issue Dojo (House) points to children when they display our school values. Dojo points are totalled each term to see who wins the House Cup. It is also used to share classroom work weekly and for Parent reminders. We discourage Parents from using this to message Teachers.

[Class Dojo log in](#)

You will receive an invitation email to join in due course.



**School Website** is used by Teachers to share news items daily as trips, visitors, special events or showcase work takes place.

Scroll to the bottom of the website for the [log in](#)

A password and demo can be issued to Teachers by their Phase Leader.

**Insight** is our assessment system used by Teachers

A password and demo will be issued to you in due course.

[Insight log in](#)

A password will be issued in due course.



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**Provision Map** is our SEND system used by Teachers and Teaching Assistants. This records SEND information for our children and interventions.

[Provision Map log in](#)

A password and demo will be issued to you in due course by our SEND Assistant Tricia Storey.



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## Home Access

Accessing Arbor and emails from home will require 2 factor authentication for extra security.

You will need to download an Authenticator app on a personal or school device which will enable you to access a code to input when logging into Arbor or emails from home.

