

## Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct



ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher or ICT Coordinator.

- I will only use the school's email, Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not use my mobile phone in school unless I am in an area where I may e.g. staff room, offices, and, during after school hours, in my classroom or working space.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system for any school business and I will encrypt emails of a sensitive nature using the approved method.
- I will ensure that personal data (such as data held on SIMS and Target tracker) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body.
- I will not install any hardware or software without permission of the Headteacher and technician.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes inline with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's E-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will report any incidents of concern regarding children's safety to the ICT Coordinator and the Designated Child Protection Coordinator.
- I understand that the standards apply regardless of whether I am accessing ICT resources during or outside of contracted work hours.

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I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature .....

Position.....

Date .....

Printed name.....

Review February 2018

Next review due September 2018