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

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. The Online Safety 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 to say they have read this policy and adhere at all times to its contents, as well as the key points restated below. Any concerns or clarification should be discussed with Alison Harvey, Frances Troop or Nicola Redden.

- I will only use the school's email / internet and any related technologies for professional purposes or for uses deemed acceptable by the Head 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 give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to pupils or parents and will not request or add pupils as 'friends' on social media.
- I will ensure that any digital communications with parents and pupils should be on a professional level and only through school-based systems, never through personal mechanisms, e.g. email, text, mobile phones etc.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data 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 Head or Governing Body. Personal or sensitive data taken off site must be encrypted e.g. on a password secured laptop or memory stick.
- 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 in line 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 will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community.
- 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 my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside of school, will not bring the school, my professional reputation, or that of others, into disrepute.
- I will support and promote the school's Online Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will not use personal electronic devices (including smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room and areas where there are signs to indicate this.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

User Signature

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

Signature …….………………….………… Date ……………………

Full Name ……………….…………………...(printed)

Job title ……………….………………….……………………………………