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 Mr. Harrison, the Headteacher.

This Acceptable Use Policy is intended to ensure:
• that staff and volunteers will be safe and responsible users of the internet and other digital technologies.
• that school ICT systems and users are protected from accidental or deliberate misuse.
• the school will try to ensure that staff and volunteers will have good access to ICT to enhance their work and improve opportunities for learners and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement
• I understand that I must use school ICT systems in a responsible way, to minimise the risk to my safety or to the safety and security of the ICT systems and other users.
• I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:
• I understand that the school may monitor my use of its ICT systems including email and other digital communications technologies.
• I understand that this agreement also apply to use of school ICT systems out of school (e.g. laptops, email, Learning Platform etc.).
• I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and guidelines set down by the school.
• I will keep my usernames and passwords private and will not try to use anyone else's username and password.
• I will immediately report any illegal, inappropriate or harmful material or incident, to the appropriate person in school.
• I understand that it is my responsibility to report any known misuses of technology, including the unacceptable behaviours of others.
• I will be an active participant in e-safety education, taking personal responsibility for my awareness of the opportunities and risks posed by new technologies.
I will be professional in my communications and actions when using school ICT systems:
• I will not access, copy, delete or otherwise alter any other user's files, without their permission.
• I will communicate with others in a professional manner. I will not use any communications device, to bully or harass others in any form.
• I will ensure that when I take or publish images of pupils or parents/colleagues, I will do so with their permission and in accordance with the school's policy.
• I will only use school cameras, not use my personal equipment to record these images, unless I have permission to do so, following school policy.
• Where these images are published (e.g. on the school Learning Platform) it will not be possible to identify pupils by name, or other personal information.
• I will not use chat and social networking sites in school, other than the Learning Platform blog facility/Gmail facility.
• I will only communicate with pupils and parents / carers using official school systems, not personal mobiles and in a professional manner.
• I will not share any personal information with a pupil (including personal phone numbers or email address). Nor will I request or respond to any personal information from a young person

unless it is appropriate as part of my professional role.
• I will not engage in any on-line activity that may compromise my professional responsibilities or bring the school into disrepute.
The school and the local authority have the responsibility to provide safe and secure access to technologies:
• I will only use password protected memory sticks which have been provided by the school to store sensitive pupil information such as pupil data and photographs.
• I will protect my passwords and personal network logins, and will log off the network when leaving workstations, laptops unattended.
• I will ensure that when teaching, all classes log off before leaving the ICT suite.
• I will ensure that laptops are securely locked away at the end of the day if being left on the premises or if being taken home, are never left unattended in vehicles etc.
• I will not use personal email addresses on the school ICT systems – only ntlp accounts should be used.
• I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
• I will ensure that my data is regularly backed up.
• I will not try to upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others.
• I will not try to use any programmes or software that might allow me to bypass the filtering /security systems intended to prevent access to such materials.
• Unless I have permission, I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
• I will not install or attempt to install programmes of any type on school systems, nor will I try to alter computer settings, unless this has been agreed by the Headteacher.
• I will not disable or cause any damage to school equipment, or the equipment belonging to others.
• I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection Policy. Where personal data is electronically transferred outside the secure school network (on the office computer) it must be encrypted.
• I will immediately report any damage or faults involving equipment or software, however this may have happened.
• When I use my personal hand held / external devices in school (PDAs / laptops / mobile phones / USB devices etc.), I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that when connecting these devices to school ICT systems, they are protected by up to date anti-virus software and are free from viruses.

When using the internet in my professional capacity or for school sanctioned personal use:
• I will ensure that I have permission to use the original work of others in my own work.
• Where work is protected by copyright, I will not download or distribute copies (including music and videos).
I understand that I am responsible for my actions in and out of school:
• I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
• I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities, the involvement of the police.

• I have read and understand the above and agree to use the school ICT systems both in and out of school and my own devices (in school and when carrying out communications related to the school) within these guidelines.

When I leave the School I understand that
• My Email account will be disabled. School technical administrators may keep access to the account by forwarding mail to an alternative account. This will help address any ongoing issues, projects that need to be completed, outstanding actions etc.
• My Network access password in the computer suite will be disabled. Prior to this all files must be inspected by the Headteacher prior to making them available to other year group users.

• My laptop files must be inspected by the Headteacher/network manager. They will be thoroughly checked for inappropriate content, malware, illegal copies etc. prior to being made available to other users.
• Files, programs, data must not be taken away from the school without explicit permission from the Headteacher
• Images of pupils away from the school when they cease to be employed by the school.
• All portable devices including memory sticks must be returned to the Headteacher.

The use of mobile telephones for staff
• I understand that staff are allowed to bring in mobile phones for their own personal use. However, they are not allowed to be used when children are present or in the playground at any time.
• If a mobile phone is to be used during non-teaching time, i.e.at break time or lunchtime, calls should be made away from any area used by the children
• I should ensure that there is no inappropriate or illegal content on the device.
• Personal mobile phone technology may not be used to take photographs of pupils anywhere within the school grounds.
• I understand that staff should only contact a parent/carer on a school telephone.
• When children undertake a school trip or journey, personal mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies.

Use of Mobile Phones and Cameras for Volunteers/Students
• Upon my initial visit as a volunteers/students I have been given information informing me that I am not permitted to use personal mobile phones or digital cameras on the premises. If I wish to make or take an emergency call during school teaching time. I may use the main school office.

Name _____

Signed _____