



# STAFF, GOVERNOR and VISITOR ACCEPTABLE USE AGREEMENT

ICT and the related technologies such as email, the internet and handheld devices are an expected part of our daily working life in school. This policy is to help ensure that all staff, governors and visitors are safe, and aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with the Designated Persons for E-safeguarding and the Headteacher.

- The laptops, tablets, hardware and software are school property and I understand that it is a criminal offence to use these devices for a purpose not permitted by the Headteacher or Governing Body.
- I understand that the Headteacher authorises my use of the internet and other related technologies. I will seek consent from the Headteacher before connecting to the school's wireless internet with personal devices and will not, using any device school owned or otherwise, browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- The use of social networking applications is prohibited during working hours. The school's wireless internet cannot be used for social networking applications such as Facebook, Twitter.
- I will look after equipment loaned to me and for insurance purposes I will not leave it unattended in a car.
- I will only use the school's secured email / filtered internet and any other 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 staff are compatible with my professional role and through official school systems.
- I will only use the approved email system for any communications/school related activities.
- I will ensure that data of a personal or sensitive nature such as that stored within the school administration system is kept secure and accessed appropriately (for further information see the school's E-Safeguarding policy) Personal or sensitive data can only be taken off school premises or accessed remotely if protected by appropriate technical controls (VPN/encrypted hard drives) and agreed by the Headteacher and the Governing Body.
- I will not give out my own personal details, such as mobile phone number or personal email address to pupils.
- I will not install any hardware or software on school equipment without the permission of the Headteacher.
- I will report **any** incident relating to the use of technology or otherwise to the appropriate Designated Safeguarding persons within school immediately where it will be logged on the school's electronic incident log.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes on a school owned device (eg camera) in line with data protection 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 in line with Data Protection and E-Safeguarding policy.
- Personal devices such as mobile phones, smart watches and other technologies are not permitted to be used when working with pupils, phones must be stored securely for example in a locker or locked cupboard and smart watches can be used for time keeping but are to be disconnected from phones and for example placed in airplane mode or have notifications disabled.
- I will respect copyright and intellectual property rights
- **I will ensure that my online activity, both in school and outside school, does not bring my professional role into disrepute. This includes accepting invitations/inviting pupils and parents to be part of social networking applications. My private social networking will not be linked to or with my professional role.**
- I will report any incidents of concern regarding pupils' safety to the Designated Safeguarding persons immediately.
- I will support and promote the school's E-Safeguarding and Social media policy and help pupils to be safe and responsible in their use of ICT and related technologies.

The school will exercise its right to monitor the use of the school's information systems including internet access, interception of email and the deletion of inappropriate materials where it believes unauthorized use of the system may be taking place or the system may be being used for criminal purposes or for storing unauthorized or unlawful text, imagery or sound. The misuse of ICT or failing to comply with the acceptable Use agreement may lead to disciplinary action which in turn may lead to dismissal.

**User Signature** I agree to follow this acceptable use policy and to support the safe use of ICT in the school

Name ..... Signature ..... Date .....