



Staff, Governor and Visitor Acceptable Use Policy

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 agreement is to help ensure that all staff are aware of their professional responsibilities when using any form of ICT and to help keep staff, governors and visitors safe.

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 Headteacher/ Online Safety Leaders.

- I will only use the school's email / Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher, Online Safety Leaders 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 children and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number or personal email address, to pupils.
- I will only use the approved school email system for any communications with children, parents and other school related activities.
- I will ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher, Online Safety Leaders or Governing Body and with appropriate levels of security in place.

- I will not install any hardware or software on school equipment without the permission of the Headteacher or Online Safety Leaders.
- I will report any accidental access to inappropriate materials immediately to the Headteacher or Online Safety Leaders.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of children and / or staff will only be taken, stored and used for professional purposes 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 the data security policy.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to the Headteacher.
- 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. This includes ignoring invitations from children and parents to be part of their social networking site(s).
- I will support and promote the school's Online Safety policy and help children to be safe and responsible in their use of ICT and related technologies.

I agree to follow this acceptable use policy and to support the safe use of ICT throughout the school:

Full Name

Role.....

Signature Date