

## Acceptable ICT Usage Agreement: for Staff and Governors

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/governors are aware of their professional responsibilities when using any form of ICT. All staff/governors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the school Designated Safeguarding Officer: Sarah Knipe

- I will only use the school's email / Internet / Intranet / Blog/ Website and any related technologies for professional purposes or for uses deemed 'reasonable' 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 and personal email address, to pupils.
- I will switch my mobile phone on to 'silent' mode when entering the school.
- I will not use my mobile phone or any personal devices to photograph pupils.
- I will only use the approved, secure email 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.
- I will only use the technology provided by school to access 'Slack' during school time.
- I will not use my mobile phone during lesson time, on playground duty or breakfast/after school clubs (unless in emergency situations). Members of SLT may use mobile phones during these times if necessary to access messages etc, but they should limit their use to 'situations of necessity' and try to keep them away from children, parents and carers (unless in an emergency situation). If using them, they should ensure that other points of safe usage set out in this policy are not being breached.
- I will not install any hardware or software without permission from the Headteacher/Executive Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will not use technology or social media to contact/message any pupil or use it in a way that compromises my professional role and duty of care.
- Images or videos 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 Head of School/Executive Headteacher. This includes any content shared on social networking sites or blogs.
- I will not use technology in areas that are used for intimate care of children.
- 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/Executive 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.
- I will support and promote the school's eSafety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand that any school ICT equipment will be secured with a password or passcode, known both to individuals who use the equipment and also the ICT coordinator. I am aware that usage of this equipment may be monitored by both the ICT coordinator and the Headteacher/Executive Headteacher.

### *Personal Agreement:*

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

Signature:

Full Name:

Role within school:

Date:

(Please print)