



St. Michael's C.E. Primary School

Acceptable Use Agreement: Staff, Governors and Visitors

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. 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 C.Prole school eSafety coordinator or the Head Teacher.

- I will only use the school’s email / Internet / Intranet / Learning Platform 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 e-mail address, to pupils.
- I will use only my own network login and look at, move or delete my own files. I will make sure I log off my computer or device when not in use.
- 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 save children’s data, including photographs, on the hardware devices provided by school and not on personal devices such as mobile phones or ipads.
- I will not install any hardware or software without permission of ICT Coordinator or System Administrator.
- 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.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school 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 the Head teacher. 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.
- Social networking sites must not be accessed in school. Staff are strongly advised that children and parents should not be part of a member of staff's social networking group such as Facebook/ Friends reunited
- I will support and promote the school’s e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- Internet access by children must be supervised by teachers; children should not be left unsupervised on internet
- I will take care of the IT equipment and treat it with respect.
- If I see anything I am unhappy with on web sites or I receive messages I do not like, I will inform the ICT Coordinator or System Administrator immediately.

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

The school may exercise its right to monitor the use of the school’s computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school’s computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.
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