



## **Stone C of E School**

# **Acceptable use Agreement and Code of Conduct for Staff, Governors and Volunteers when using ICT and related Technologies**

This policy was adopted on Autumn 2017

The policy is to be reviewed by Autumn 2020

ICT 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 the Head teacher or school eSafety coordinator.

- 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 email address, to pupils.
- I will not have pupils of the school as friends on any social networking sites or similar.
- I will not discuss or post comments about the school, pupils, parents or colleagues, including governors.
- If I decide to be friends with parents I will not discuss pupils, other parents or colleagues including governors with them on social media, email or other means. I will direct them to contact the school through usual procedures if they have a concern or query.
- I will not have my mobile phone in the classroom during the school day
- I will ensure that my mobile phone and other communication devices are deposited with the school office or locked away in my locker when children are on the premises and that devices are on silent or turned off.
- I will not take images of children on my mobile phone or device.
- Images of pupils and/or staff will only be taken on school equipment, stored and used for professional purposes in line 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 teacher.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not install any hardware or software without permission of the Head teacher
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- 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 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 or the school into disrepute.

- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

**User Signature**

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

Signature ..... Date .....

Full Name .....(printed)

Job title .....