



# ICT Acceptable Use Agreement for Staff



(Reviewed and Updated May 2017)

**In order to ensure that members of staff are fully aware of their professional responsibilities while using school information systems and when communicating with pupils, staff should carefully read and sign this code of conduct. In addition, staff should consult our school's Internet safety and access policy for further information and clarification.**

- ✓ I will only use the school's email/Internet/Learning Platform and any related technologies for professional purposes or for uses that are 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.
- ✓ I will ensure that pupils' personal data (such as assessment and pupil information) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely in order to safeguard pupils.
- ✓ I understand that the school's information systems and hardware may not be used for private purposes without specific permission from the Headteacher. This includes storing personal files on the school system.
- ✓ I will not install any hardware or software onto school equipment without the permission of the Headteacher.
- ✓ I will not browse, download, upload or distribute any material that could be considered inappropriate, 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 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.
- ✓ If images or videos are taken on personal devices, they will be taken off the device as soon as possible and stored safely on the school system.
- ✓ I understand that all my use of the Internet and other related technologies as well as files can be monitored, logged and made available, on request, to the Headteacher.
- ✓ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- ✓ 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 E-Safety Policy and help pupils be safe and responsible in their use of ICT and related technologies.
- ✓ Staff should ensure that high levels of data-protection are adhered to at all times. This means locking computers whilst leaving the room.
- ✓ School devices and computers are for staff use only.
- ✓ I will not use school ICT for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- ✓ I will report any incidents of concern regarding children's safety to the schools e-Safety Coordinator, the Designated Child Protection Liaison Officer or Head teacher.

- ✓ I will ensure that electronic communications with pupils including email, Instant Messaging and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted. This includes never using the school's name on any social networking site.
- ✓ Any use of the internet and email for personal reasons is limited to times when staff are not teaching or supervising pupils.

**If there are any questions with regards to any of these statements, I will check with the ICT co-ordinator or Headteacher.**

**User Signature:**

- ✓ I have read this agreement and will follow this code of conduct to support the safe use of ICT throughout the school.

**Full name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_