

Pott Shrigley and Bollington St John's
Church of England Primary Schools



Sharing our Gifts and Growing our Talents Together

ICT - Acceptable Use Agreement / Code of Conduct

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 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 Melanie Walker, Headteacher.

I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

School use ...

- 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 work related electronic communications with pupils and staff are compatible with my professional role
- 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 and when an encrypted memory stick is used
- I will not install any hardware or software onto school equipment without permission of the Headteacher
- 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 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 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 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
- I will not leave the display screen with information that cannot be viewed by other persons not authorised to see the information
- I will not leave a computer logged on when not in attendance. These rules apply to official equipment used at home

Equipment...

- I will treat computer hardware with respect, reporting any damage to Melanie Walker
- I will use the secure printing facility when printing any confidential papers
- I will monitor the students' use of computers ensuring I have good visibility of computers being used by students who I am responsible for
- I am responsible for ensuring that I receive appropriate training and documentation in the use of ICT systems
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Network

- I will keep my password for the network confidential

Legislation...

- I am aware that any infringement of the current legislation relating to the use of ICT systems may result in disciplinary, civil and/or criminal action

Personal use ...

- **I am aware that when I make use of any forms of social communication out of school hours (especially – but not exclusively Facebook) I must not undertake any behaviours that would bring the school, or its community, into disrepute**
- **I am aware that I am responsible for ensuring the privacy settings are restricted**
- **I am aware that I must not link my social communications (especially – but not exclusively Facebook) to my role at school. (This includes not mentioning my place of work, my colleagues or pupils)**
- I will ensure that, in line with school practice/policy, I will declare any current or past pupils/parents on my contacts list for any social media activity.
- I will ensure that all electronic communications with staff are compatible with my professional role

Date: October 2015

User Signature

I understand this forms part of the terms and conditions set out in my contract of employment.
I agree to follow this code of conduct and to support the safe use of ICT.

Signature

Date

Full Name(printed)

Job title

Declarations regarding social communications with pupil/parents – past/present.

Parent/Pupil Name	Past/Present Parent/Pupil?	Relationship
<i>i.e. Joe Bloggs</i>	<i>Present Parent</i>	<i>We went to university together and have remained friends since then.</i>

Continue on a separate sheet if required