

Acceptable Staff Use of ICT Agreement

Use of ICT in School and Owned by the School

- I will only use the school's digital technology resources and systems for professional purposes whilst I am on the school premises.
- I will only use the approved, secure school email system for professional use not personal.
- I will not access or download materials that could be considered offensive, obscene, defamatory, racist, homophobic, extremist, pornographic or violent on school equipment on or off site or send any such materials.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breaches to the e-safety officer or a member of the SMT.
- I will not reveal my passwords (encryption, email, login etc) to anyone
- I will not use the Internet for personal use during my working hours
- I will not download any software from the Internet without the permission of the ICT coordinator.
- I understand that all Internet usage and network usage can be logged and this information could be made available to my manager on request.
- I will make sure any personal/confidential data on children is only saved in a safe place (eg encrypted laptop, shared area on school network, encrypted memory stick or MLE)
- I will not connect a computer, laptop or other device (including USB flash drive) that does not have up to date anti-virus software to the school network.
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities.
- I will report any damages or breakages to any ICT equipment to the ICT coordinator

Use of ICT Out of School

- I will not download images of children from school onto my home computer or any other device.
- I will not store any personal/ confidential data on children from school on my home computer or any other device.
- Apart from my loaned laptop I will not take ICT resources home unless signed out by the ICT coordinator

Supervising Children's ICT Use

- I will not allow a child to access the Internet without adult supervision
- I will respond calmly and promptly if a child accesses something inappropriate in line with our Internet e-safety policy for children.
- I will support children to follow agreed school systems and close any inappropriate site immediately and report it to the e-safety officer or a

member of the SMT and will note it in the e-safety log book with a date and time.

- I will set clear guidance regarding the subjects children are searching for when using the Internet
- I will follow the school's procedure if a child reports a case of cyber bullying
- I will comply with the Internet Use Agreement signed by the parent/carer for each child

Digital Images

- I will download any images of children from school from my personal camera onto the school server or an encrypted memory stick before taking it home.
- I will delete all images before taking my personal camera home.
- If I use a personal camera for taking images at school it will not be a camera that is capable of sending images.
- I will not allow or place the child's full name next to an image of them on the school's website or any external publication.

Social Networking Sites (SNS)

- I will set my privacy settings to the highest settings
- I will not compromise my own or anyone else's professional status in my postings
- I will not publicly comment about work or any aspect of school life or pupil, parent or member of school staff on a Social Networking Site.
- I will not befriend parents or pupils on social networking sites
- I will only befriend ex pupils over the age of 18 on social networking sites.
- I will not update my Social Networking Site during working hours
- I will not use school computers to access Social Networking Site.

Mobile Phones

- I will not use my mobile phone during contact time with children unless I have specific permission from the head teacher for exceptional circumstances.
- I will only have immediate access to my mobile phone with the permission of the Head teacher.
- I will not give my personal numbers to parents
- I will not contact parents or children using my personal mobile phone
- I will not take any photos or videos in school or on trips using my mobile phone
- I will only communicate with parents/ pupils using school equipment (unless I have checked with the head teacher first)
- I will ensure that my mobile phone is as secure as possible in case data is accessed from it as the result of it being stolen or lost (PIN or passcode set up)

User Signature

I understand that it is my responsibility to ensure that I regularly read and understand the schools most recent Acceptable Staff Use of ICT Policy.

I agree to abide by the school's most recent Acceptable Staff Use of ICT Policy and failure to comply with this could lead to disciplinary action.

Signature Date

Full Name (printed)

Job Title