

Coppetts Wood Primary
Acceptable Use of ICT Agreement

Whilst I am visiting/working in the school I will adhere to the following policy:

Use of ICT in School and Owned by the School

- I will only use school ICT equipment if instructed to by a member of staff.
- I will only access the school network under supply teacher settings if given permission by a senior member of staff
- I will only use the school's digital technology resources and systems for professional purposes whilst I am on the school premises.
- 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 not use the Internet for personal use whilst I'm in school
- 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 report any damages or breakages to any ICT equipment to the ICT coordinator

Mobile Phones

- I will not use my mobile phone during contact time with children unless I have specific permission from the head teacher in 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 or children
- I will not take any photos or videos in school or on trips using my mobile phone

Digital Images

- I will not use my own personal camera in school.
- I will only use a school camera if instructed to by a member of staff and I shall make sure it is returned before I leave the school premises.

Social Networking Sites (SNS)

- I will not publicly comment about any aspect of school life or pupil or member of school staff on a social networking site.
- I will not befriend pupils 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.

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.

User Signature

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

Signature Date

Full Name (printed)