**Staff, Governor and Visitor**

**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 agreement and the school’s e-safety 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 User agreement and adhere at all times to its contents. Any concerns or clarification should be discussed with Paul Saxton school e-Safety 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, parents/carers and staff are compatible with my professional role.
* I will only use my school e-mail address for any necessary electronic contact with students and parents/carers. I understand that contact by private e-mail or social networking sites is prohibited.
* I will not give out my own personal details, such as mobile phone number and personal email address to pupils.
* I will only use the approved, secure email and communication 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.
* Storage devices containing sensitive information should be securely protected both at school and if taken off site.
* I will not install any hardware of software without permission of Paul Saxton.
* 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 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 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 to be safe and responsible in their use of ICT and related technologies.
* I understand this forms part of the terms and conditions set out in my contract of employment.

**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 Role . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

ICT acceptable use agreement - policies