

Grovelands Primary School

Staff, Governor and Visitor ACCEPTABLE USE AGREEMENT / CODE OF CONDUCT

ICT and 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 to it at all times. Any concerns or clarification should be discussed with the school's Online Safety leader.

- I will only use the school's email, internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head of School or Interim Executive Headteacher.
- 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 and staff are compatible with my professional role.
- I will only use the approved, secure email 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 of School or Interim Executive Headteacher.
- I will not install any hardware or software without the permission of the ICT coordinator.
- 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, in line with school policy and with written consent of parents / carers or member of staff. Images will not be distributed outside the school network without the permission of the parent / carer, member of staff or Head of School.
- I will not use personal digital cameras or camera phones for creating or transferring images of children and young people without the express permission of the school leadership team.
- 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 the Head of School or Interim Executive Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity both in and out of school will not bring my professional role into disrepute.
- I will not accept invitations from children or young people to add me as a friend to their social networking sites, nor will I invite them to be friends on mine.

- I understand that all planning documents and associated materials, including those made personally, belong to the school. They must not be downloaded, used for financial gain, shared, or used elsewhere other than at Grovelands School.
- I will support and promote the schools Online Safety Policy and help pupils to be safe in their use of ICT and related technologies.
- I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the Head of School or Interim Executive Headteacher.
- I will ensure that I log off all apps and devices after my network session has finished

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signed _____ Date _____

Full Name _____ (printed)