

APPENDIX ONE – STAFF ACCEPTABLE USE AGREEMENT

ACCEPTABLE USE AGREEMENT: STAFF, GOVERNORS AND VISITORS

ACCEPTABLE USE AGREEMENT / CODE OF CONDUCT

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Computing and the use of related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This agreement is designed to ensure that all staff are aware of their professional responsibilities when using any form of new technology. All staff are expected to read this agreement and sign the staff declaration as part of safeguarding. Staff should adhere to the contents of this acceptable use policy at all times. Any concerns or clarification should be discussed with Miss Aanisaa Kamali, the schools eSafety coordinator.

- I will only use the school's email / Internet / Intranet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with all new technologies security. This includes ensuring all technology within the school is stored securely at all times.
- I will 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 not give out my own personal details, such as mobile phone number and personal email address, to pupils or parents.
- I will only use the approved, secure school 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 or Governing Body. This is through the use of the VPN or an encrypted memory stick available from the eSafety coordinator.
- I will not install any hardware or software. I will instead gain the permission of the New Technologies coordinator and then add this to the InTerm IT technician's job sheet.
- 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 not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- 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 ensure my workstation is locked at any time I am not working at it to ensure it cannot be accessed by a child.
- 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. This includes my use of social media.
- I will support and promote the school's eSafety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will not use personal electronic devices (including smart watches) in the presence of children.

Users to read acceptable use agreement as part of the child protection policy. Staff sign Appendix 2: Declaration for staff to state that they have read and understood the schools acceptable use agreement. Signing this declaration also states that you agreed to adhere to the acceptable use agreement at all **times**.