

STAFF / GOVERNOR/ STUDENTS (trainee)
ACCEPTABLE USE POLICY AGREEMENT
Brunswick Infant School

APPENDIX D

ICT (including data) and the related technologies such as e-mail, 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. This applies to ICT used in school and also applies to use of school ICT systems and equipment out of school and use of personal equipment in school or in situations related to their employment by the school. All staff/Governors/visitors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with **Pierre Crubilier** (e-Safety coordinator) or **Sharon Sanderson** (Head teacher).

- * 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 teacher 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 and staff are compatible with my professional role.
- * I will not give out my own personal details, such as mobile phone number and personal e-mail address to parents or pupils.
- * I will only use the approved, secure e-mail system(s) for any school business.
- * I will ensure that personal data (such as data held on MIS software) 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 teacher or Governing Body. Personal or sensitive data taken off site must be encrypted.
- * I will not install any hardware or software without permission of **Pierre Crubilier**.
- * 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 using school equipment in line 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 Head teacher. Images and information on past pupils will be deleted.
- * 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 Head teacher.
- * 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, Data Protection and Behaviour policies 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.
- * I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

Staff / Governor / Student - Acceptable Use Agreement

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines. I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school.

Name			
Job Title			
Signed		Date:	