

Hempshill Hall Primary School

Acceptable Use Agreement for Staff

ICT and related technologies such as email, the internet and mobile devices are an integral part of our daily working life in school. This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT. All members of staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Natalie Romeo-Price, Hempshill Hall school e-Safety coordinator.

- I will only use the school's email/Internet/Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher 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 only use the school's network storage for professional purposes.
- 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.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that staff and pupil personal data (such as data held in 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 Headteacher or Governing Body.
- I will not install hardware or software without permission on any of the schools equipment.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will scan any removable media (such as CDs, Flash Drives etc.) before opening files on them.
- I will not engage in 'chat' activities of a personal nature over the internet including social networking sites, blogs and forums during school time.
- I will not post any e-comments that purport to represent the school unless authorised by the Senior Leadership Team.
- I will not allow any external agency or support service to tamper with school laptops or iPads hardware or software.
- I will ensure that my school laptop is secure at all times out of school.
- 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 the parent/ carer or staff member. Images will not be distributed outside the school network without permission of the parent/carers, member of staff or Headteacher.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.

- I will support the school approach to online safety and not deliberately upload or add 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 will monitor and regularly check my school email account and respond to emails requiring action.
- I understand this forms part of the terms and conditions set out in my contract of employment and the school's Code of Conduct.

I agree to abide by all the points outlined above and have read the e-Safety Policy.

Signature.....Date.....

Name.....

Job Title.....