

ICT Acceptable Use Agreement:

All Staff, Volunteers and Governors Agreement Form

This agreement covers use of all digital technologies in school: i.e. e-mail, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- I will follow the separate e-safety policy (including mobile and handheld devices).
- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access e-mail / Internet / intranet / network or other school systems.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted and shredded in ways that ensure the security of personal data.
- I will not engage in any online activity (including social media e.g. Facebook, Twitter etc.) that may compromise my professional responsibilities.
- I will only use the school approved e-mail system for any school business, including communication with parents.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or any filtering breach or equipment failure to the School Business Manager or the E-Safety coordinator as appropriate.
- I will check copyright and not publish or distribute any work, including images, music and videos, that is protected by copyright, without seeking the author's permission.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff unless given specific permission to do so by the head teacher. I will not store any such images or videos at home.
- I will follow the school's policy on use of mobile phones / devices at school and ensure that such devices are silenced and only used during non-teaching times of the day. Similarly, email (including work email) should only be accessed during non-teaching times of the day.
- I will ensure, where used, that I know how to use any social networking sites / tools securely, so as not to compromise my professional role.

- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities, and that I will notify the school of any "significant personal use", as defined by HM Revenue & Customs.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information that is held within the school's information management system will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.
- I understand that all Internet usage and network usage can be logged, and that this information can be made available to the Head / Safeguarding Lead on their request.



User signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and that I read and understand the school's most recent e-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature Date.....

Full Name (printed)

Job Title / Role

Authorised Signature

I approve this user to be set-up on the school systems relevant to their role.

Signature Date.....