



Staff, Governors and Visitors Acceptable Use Agreement and Code of Conduct

**Staff refers to all staff on the payroll.*

**Visitors refers to regular visitors to the school such as supply teachers.*

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 agreement is designed to ensure that all staff and governors are aware of their professional responsibilities when using any form of ICT. All staff and governors are expected to sign this agreement and adhere at all times to its contents. Any concerns or clarification should be discussed with Claire Penfold (Online Safety Coordinator) or Helen Turner.

- I will only use the school's email, Internet, network, website and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any usernames or passwords provided to me by the school or other related authorities. If my password is compromised, I will change it.
- I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to pupils.
- I will not use personal electronic devices (including smart watches) in public areas of the school, except the staffroom, unless approved by the Online Safety Coordinator or Headteacher, between the hours of 8.30am and 3.30pm.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that all electronic communications with pupils, staff and outside agencies are compatible with my professional role.
- 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 or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop or memory stick.
- I will not install any hardware or software without permission of the school.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will report any accidental access to, or receipt of inappropriate materials, filtering breach or equipment failure to the Online Safety Coordinator or IT technician.
- I will not use personal digital cameras, camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store such images or videos at home.
- Images of pupils/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 the permission of the parent/ carer, member of staff or Headteacher.
- I will check copyright and not publish or distribute any work including images, music and videos, that are protected by copyright without seeking the author's permission.
- I will support and promote the school's Online Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- **Teachers:** I will embed the school's approach to online safety in every computing lesson and other lessons as appropriate.



Lodge Farm Primary School

- I understand that all my use of the Internet and other related technologies, in school, can be monitored and logged and can be made available, on request, to the Online Safety Coordinator or Headteacher.
- I will not upload or add any images, video, sounds or text linked to or associated with the school or its community onto social media.
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.
- I understand this forms part of the terms and conditions set out in my contract of employment.

I agree to follow this Acceptable Use Agreement and Code of Conduct and to support the safe and secure use of ICT throughout the school.

Signature: _____ **Date:** _____

Full Name: _____ **Job Title:** _____