

Administration Staff Acceptable Use Agreement / ICT Code of Conduct

ICT and the related technologies such as email, 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 including data protection procedures. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with **Jo Griffith** school Internet Safety coordinator.

- I will only use the school's email / Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Board. If I access school email on my personal devices (including smart phone) I will ensure the device is password protected. If I sell that device I will ensure all access and data is removed.
- 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 not keep a written record of my password with my laptop/device.
- I will ensure that all electronic communications with parents 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 for any school business.
- I will ensure that personal data (such as data held on Arbor) 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 Board.
- I will not store any school related work on a memory stick, CD or removable hard drive. All school related work will be stored on One Drive or the school's secure admin server.
- I will not install any hardware or software without permission of **Jo Griffith**.
- 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 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 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 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 immediately report to **Jo Griffith** any concerning images/searches when I am monitoring pupils' using devices.
- 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 Internet Safety Policy 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.

User Signature

I agree to follow this code of conduct, consider data protection and to support the safe use of ICT throughout the school.

Signature

Date

Full Name(printed)

Job title