



Mission Statement

'A safe place to hope, learn, play, enjoy and grow'

ICT Acceptable Use Policy for School Staff

I confirm that I have read and understood the *Electronic Communications guidance for Staff* and that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with the document. In particular:

- Any content I post online (including outside school time) or send in an email will be professional and responsible and maintain the reputation of the school.
- To protect my own privacy I will only use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents.
- If I use instant messaging, chat rooms, webcams or discussion forums for communicating with pupils or parents about learning it will only be via the school's VLE or after discussion with senior staff.
- I will reject/refuse invitations or and/or requests from students to partake in discussion forums, instant messaging and webcams.
- I will only use my personal mobile phone during non-contact time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager.
- I will not use my personal mobile phone or other electronic equipment to photograph or video pupils or staff without permission from the Senior Leadership Team.
- I will take all reasonable steps to ensure the safety and security of school ICT equipment which I take off site and will remove anything of a personal nature before it is returned to school.
- I will take all reasonable steps to ensure that all laptops and memory devices are fully virus protected and that protection is kept up to date.
- I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded.
- 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 confirm that I have read Sir John Lawes Electronic Communications HCC Guidance for Staff and will implement the guidelines indicated. In particular:

- Confidential school information, pupil information or data which I use will only be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.
- I understand that I have the same obligation to protect school data when working on a computer outside school.
- I will report immediately any accidental loss of confidential information so that appropriate action can be taken.
- I understand that the school may monitor or check my use of ICT equipment and electronic communications.
- I understand that by not following these rules I may be subject to the School's disciplinary procedures.

Name: (print) Date:

Signed:

