



## Acceptable Use of Technology Code of Conduct for Staff

I understand that I must use the school ICT systems in a responsible way, to ensure that there is no risk to my safety or the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhanced learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate students in my care in the safe use of ICT and embed e-safety in my work with them.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this code of conduct also apply to the use of school ICT systems (e.g. laptops, email, etc.) out of school.
- I understand that the school ICT systems are primarily for educational use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable and all such use should be done in a manner that does not negatively affect the systems' use for educational purposes. However, I am expected to demonstrate a sense of responsibility and not abuse this privilege.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username or password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to Natasha White, Designated Safeguarding Lead.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take/publish images of students I will ensure that they have the correct parental permission. I will not use my own personal equipment to record these images.
- I will not engage in any on-line activity that may compromise my professional responsibilities or bring the school into disrepute.
- I will only communicate with students and parents/carers using official school systems. Any such communication will be professional in tone and manner.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held/external devices (laptops/mobile phones/USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I were using school equipment. I will also follow the additional procedures for staff accessing school email and other

information on handheld devices. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.

- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I understand the importance of regularly backing up my work.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, racist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity or prevent others from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings unless I have been asked to do so by SoftEgg or a member of SLT.
- I will not disable or cause damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school Data Protection Policy. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that the Data Protection Policy requires that any staff or student's data which I have access to will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or fault involving equipment or software, however this may have occurred.

When using the internet in my professional capacity or for school sanctioned personal use;

- I will ensure that I have permission to use the original work of others in my own work.
- It is my responsibility to understand and comply with current copyright legislation.

I understand that I am responsible for my actions both in and out of school:

- I understand that the Acceptable Use of Technology Code of Conduct applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Code of Conduct then I could be subject to disciplinary action.

Full name .....

Signature.....

Date .....