Acceptable Use Agreement: Staff, Governors and Visitors to Kingsley Primary School

Acceptable Use Agreement/ Code of Conduct:

ICT, including data, and the related technologies (such as email, the internet and mobile devices) are an expected part of our daily working life in school. As a professional organisation with responsibility for children's safeguarding it is important that all adults within school take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

All adults working within school have a responsibility to use the school's ICT equipment and computer system in a professional, lawful, and ethical manner. To ensure that all adults are fully aware of their professional responsibilities when using ICT and the school systems, they are asked to read and sign this Acceptable Use Policy.
Any concerns or clarification should be discussed with the School E-safety Coordinator (Mrs Carole Allott)

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

Whilst our network and systems are developed to maintain the most secure environment possible **it is your responsibility to make sure the children you are directly working with are safe**. All adults working in school must do so under the guidance of the member of staff to whom they are responsible.

As an adult working in school you may be the first point of contact in dealing with incidents of ICT misuse or abuse. Every such incident must be reported to the Class Teacher who will then follow the procedures set out in our AUP.

Your key responsibilities in line with this agreement are to…

- Maintain an appropriate level of professional conduct in your own internet use within school.
- Develop and maintain your own knowledge of internet safety issues, particularly with regard to how they might affect children.
- Implement our school AUP through effective classroom practice.
- Report any instances of ICT misuse to the Class Teacher who must report it to the E-Safety Team in line with our school AUP. If the Class Teacher is suspected of being involved, report directly to the E-Safety Team.
- Use the internet and ICT facilities to ensure that internet safety is not compromised e.g. evaluating websites in advance of classroom use, using chid oriented search engines.
- Reinforce internet safety messages wherever possible.
- Follow the school rules relating to acceptable use of our ICT equipment and other mobile technologies.
- Read and reinforce the Think and Click and internet safety rules as displayed in school.

In signing this agreement you are agreeing to the following:

- ☆ I will comply with the ICT system security and not disclose and passwords provided to me by the school or other related authorities.
- ☆ I will only use the school's email/Internet/Intranet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- ☆ I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- ☆ I will not give out my personal details, such as mobile phone number and personal email address to pupils.
- ☆ I will only used the approved, secure email system(s) for any school business
- ☆ I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Such data can only be taken off the premises or accessed remotely when authorised by the Head or Governing body and must be encrypted.
- ☆ I will not install any hardware or software onto the network from a CD-ROM, other device or by downloading from the Internet without permission from the ICT coordinator.
- ☆ 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 the 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 Head.
- ☆ I will report all incidents of concern regarding children's online safety to the E-Safety team (Miss G Pratt and/or Mrs C. Allott) as soon as possible.
- ☆ I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the e-Safety Coordinator or (Miss G Pratt) the designated lead for filtering as soon as possible
- ☆ I will respect copyright and intellectual property rights.
- ☆ My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.
- ☆ I will support and promote the school's e-Safety and Data security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- ☆ If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the E-Safety Coordinator (Mrs C. Allott) or the Head Teacher.
- ☆ I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with the Acceptable Use Policy at Kingsley Primary School.

Signed _____ Date ___/____/____

Print Name _____

Role undertaken in school _____