BUSBRIDGE CE (Aided) JUNIOR SCHOOL

Staff, Governor and Visitor Acceptable Use Policy / ICT Code of Conduct

Cherish Challenge

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. Our e-safety policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to read this policy annually (and sign upon induction) adhering at all times to its contents. Any concerns or clarification should be discussed with our e-safety coordinator David Evans.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.

- I understand that I am responsible for all activity carried out under my username.

- I will only use the school's email / internet / intranet / Learning Platform and any related technologies for professional purposes, or for uses deemed 'reasonable' by the Head or Governing Body.

- I will only use the approved, secure email system(s) for any school business.

- I will ensure that personal data (such as data held on SIMS) 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 teacher or Governing Body.

- I will not install any hardware or software without the permission of the e-safety coordinator or a member of the Senior Leadership Team (SLT).

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- 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 Head teacher.

- I will respect copyright and intellectual property rights.

- 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/learning platform without the permission of the parent/carer, member of staff or Head teacher.

- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

- I will ensure that all electronic communications with parents, pupils and staff, including email, IM and social networking, are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.

- I will support the school's e-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

- I will report any incidents of concern regarding children's safety to the e-safety coordinator, the Designated Safeguarding Lead (DSL) or the Deputy DSL.

- I understand that sanctions for disregarding any of the above will be in line with the school's disciplinary procedures and serous infringements may be referred to the police.

- I will read and sign this Code of Conduct upon appointment, passing a copy on to the School Sectretary for filing. I will annually re-acquaint myself with this document and indicate in the given way to confirm that I still abide by the Code of Conduct.

User Signature

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

Full Name…… (Printed)

Job title……

Signature…… Date……

Vers 21.09.2021