

# St Alban's Catholic Primary School



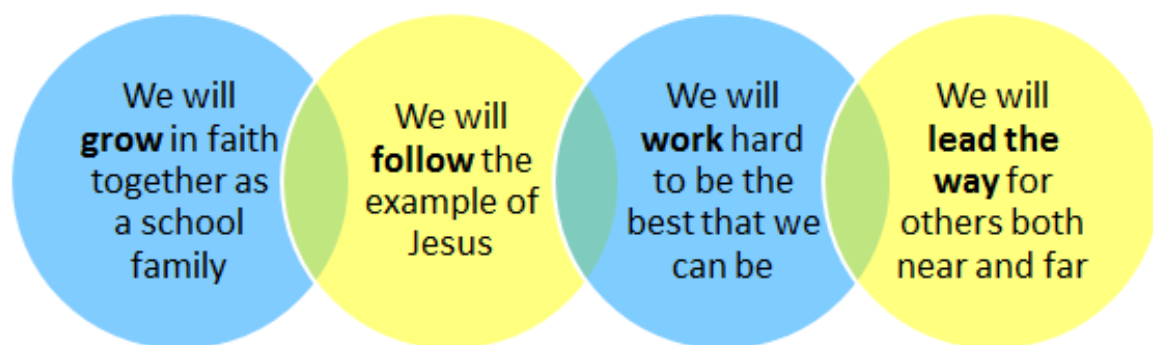
## **STAFF, GOVERNOR & VISITOR Acceptable Use Agreement/ ICT Code of Conduct POLICY**

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| <b>Title:</b>         | <b>Acceptable Use/ICT Code of Conduct Policy<br/>(Staff, Governor &amp; Visitor)</b> |
| <b>Policy Agreed:</b> | <b>April 2016</b>  |
| <b>Next Review:</b>   | <b>April 2018</b>  |

## 1. MISSION STATEMENT

The new mission statement for St. Alban's was created by the children, staff, parents and governors of the school.

# St. Alban's Catholic Primary School MISSION STATEMENT



## 2. Staff, Governor and Visitor - Acceptable Use Agreement / ICT Code of Conduct

Information & Communications Technology (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. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the E-safety coordinator/ ICT coordinator

- ❖ I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, video cameras, email, social networking, learning platforms 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 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 comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- ❖ Any visitor e.g. supply teacher accessing the school's network will use a generic username and password.
- ❖ I understand that irregular activity carried out under my username may be investigated.
- ❖ I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- ❖ I will only use an approved secure email system for any school business that contains sensitive pupil information. In addition, if I am a member of school staff - I will use the secure RM easymail.
- ❖ 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 or Governing Body.
- ❖ I will not install any hardware or software without the permission of the Headteacher.
- ❖ 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/learning platform without the permission of the parent/carers, member of staff or Head teacher. Any pictures taken will be stored on memory cards provided by the school.
- ❖ 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 intellectual property rights, including copyright.

- ❖ I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- ❖ I will report any incidents of concern regarding children’s safety to the E-safety Coordinator, the Designated Safeguarding Leads or Headteacher.
- ❖ I will ensure that electronic communications with pupils 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.
- ❖ Any photos I take of children for educational purposes e.g. school trips, assemblies, sporting events will not be uploaded and displayed on any social networking sites.

**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.....