



# ANDOVERSFORD PRIMARY SCHOOL

## Staff Acceptable Use Agreement

ICT and the related technologies such as email, the internet and mobile phones 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 must adhere to the contents of this agreement at all times. Members of staff will be asked to read and sign to show their understanding of, and conformity to the contents of this agreement on an annual basis. Any concerns or clarification should be discussed with the Head Teacher.

- ➔ I will only use the school's ICT resources, including laptops, iPads, cameras, other devices, for professional purposes.
- ➔ I will only use the school's online resources (including but not limited to the email system, Internet, Intranet, Virtual Learning Platform, social media, website, text service) for professional purposes or for uses deemed 'reasonable' by the Head Teacher 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.
- ➔ I will ensure that all electronic communications with pupils, parents, the wider community and staff are compatible with my professional role.
- ➔ I will only use the approved, secure email system 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.
- ➔ I will not browse, download or upload material that could be considered offensive or illegal on school devices.
- ➔ I will not send to pupils or colleagues material that could be considered offensive or illegal.
- ➔ Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent or carer.
- ➔ I will not use any personal ICT equipment to create or store images of pupils, unless authorised to do so by the Head Teacher.
- ➔ 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.
- ➔ I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- ➔ I will ensure that my visible use of personal social media sites is compatible with my professional role.