**ICT Acceptable Use Policy Agreement**

**Staff and Other Stakeholders (including families)**

The school has provided computers for use by staff & other stakeholders. The computers are provided and maintained for the benefit of all parties and you are encouraged to use and enjoy these resources and help to ensure they remain available to all. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn. This policy now includes families given school equipment to be used for home learning under COVID restrictions.

Equipment

* I will not connect any device (including USB flash drives) to the network that does not have up-to-date anti-virus software.
* I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of students or staff and will not store any such images or videos at home.
* I will follow the school’s policy on use of mobile phones / own devices at school.
* I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use.”
* I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities and that I will notify the school of any significant damage through accidents. If this is the case I will take responsibility to replace this item.
* I agree that 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.
* I understand that any hardware and software provided for staff use can only be used by members of staff or families and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
* I will always get permission before installing, attempting to install or storing programs of any type.
* I will only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
* I will always check files brought in on removable media (such as CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
* Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software and ensure they have been found to be clean of viruses before connecting them to the network.
* I will never eat or drink by ICT equipment.

Security and Privacy

* I will ensure all documents, data etc., are printed, saved, accessed and deleted/shredded in accordance with the school’s Information Security Policy.
* I will not allow unauthorised individuals to access e-mail / Internet / intranet / network or other school systems.
* I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
* I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
* I will respect copyright and intellectual property rights.
* I will keep my password to myself and never use someone else’s logon name or password.
* I will always be wary about revealing my home address, telephone number, school name or picture on the Internet.
* I know that other computer users should be respected and should not be harassed, harmed, offended or insulted.
* I will respect the security on the computers and not attempt to bypass or alter the settings.
* I understand that the Head Teacher may review my files and communications to ensure that I am using the system responsibly.

Internet

* I will access the Internet for school activities only.
* I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of students within the classroom and other working spaces.
* I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this as soon as possible.
* I understand that all Internet usage and network usage can be logged, and that this information can be made available to the Head Teacher on their request.
* I will not engage in any online activity that may compromise my professional responsibilities.
* I will not browse, download or send material that could be considered offensive to colleagues.
* I will report any accidental access to, or receipt of inappropriate materials, or any filtering breach or equipment failure to the Head Teacher*.*
* I will not download any software or resources from the Internet that can compromise the network or is not adequately licensed, or which might allow me to bypass filtering and security systems.
* I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my school or professional role.
* I will ensure, where used, that I know how to use any social networking sites / tools securely, so as not to compromise my school or professional role.
* I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the Council, into disrepute.
* I will only access suitable material; using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.

Email

* I will only use the school’s approved systems to communicate with school and will only do so for teaching and learning purposes.
* I will be polite and appreciate that other users might have different views from my own. The use of strong language, swearing or aggressive behaviour is not allowed.
* I will only open attachments to emails if they come from someone I know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
* If I receive an email containing material of a violent, dangerous, racist or inappropriate content, I will always report this to the school.

Please read this document carefully. Only once it has been signed and returned will access to the Internet be permitted. If you do not here adhere to this policy access to the internet may be denied and you may be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding staff behaviour. Where appropriate, police may be involved or other legal action taken.

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| I have read the Acceptable Use Policy and understand my responsibility to comply with requirements set down within it.  |
| Full name: |  |
| Relationship to School: |  |
| Names of children using the equipment: |  |
| Signature: |  |
| Date:  |  |