

## E-Safety Suite of Policies



### Acceptable Use Policy

#### For Staff, Governors and Visitors

ICT (including data protection) and related technologies such as e-mail, 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 Senior School ICT Service Manager or the Assistant Headteacher with responsibility for ICT

- 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 Headteacher 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 not use school ICT equipment for any profitable or business purposes outside school
- I will ensure that all electronic communications with students and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to students.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data held on school systems 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. Personal or sensitive data taken off site must be encrypted.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of students 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 without the permission of the parent/ carer, member of staff or Headteacher.
- I will support the school approach to e-safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- 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 Headteacher. I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's E-Safety and Data Security policies and help students to be safe and responsible in their use of ICT and related technologies.

#### User Signature

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ (printed)