



Shorefields School

Acceptable Use Agreement

Introduction

Our school promotes the positive use of technology and assists in developing pupil's knowledge and understanding of digital devices and the internet. We have a duty of care to safeguard pupils when using technology in our school. This agreement is designed to ensure that all staff, governors, volunteers, visitors and contractors understand their professional responsibilities when using any form of ICT in our school.

Agreement

I understand my role and responsibility in using ICT (including data) and related technologies such as email, the internet and mobile devices at Shorefields School as detailed below:

1. I will only use the schools email/internet/intranet/learning platform and other related technologies for professional purposes or for uses deemed reasonable by the Headteacher or Governing Body.
2. I am aware that all network and internet activity is logged and monitored and can be made available, on request, to the Headteacher in the event of allegations of misconduct.
3. I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, parents or staff on social media or websites in any way which might bring the school into disrepute.
4. I will not browse, download or upload or distribute any material that could be considered offensive, illegal discriminatory or copyright infringing.
5. I will only use authorised school approved apps e.g. Tapestry to post information to parents and pupils.
6. I will only use the approved, secure email system(s) for any school business.
7. Photographs of staff, pupils and any other members of the school community will not be used outside of the internal school IT network unless written consent has been granted by the subject of the photograph or their parent/guardian.
8. I will not install software onto the school network unless I have received express permission from the Headteacher.
9. I will ensure that personal data is kept secure and is used appropriately, whether on school premises, taken off school premises or accessed remotely. Personal or sensitive data taken off site must be encrypted and will not be stored on any personal IT equipment.
10. I will not divulge any school related passwords and I will comply with school IT security procedures.
11. I will ensure that my mobile phone and any other personally owned device is switched off or switched to 'silent' mode when I have directed time with pupils. I will only make or receive calls in specific designated areas such as the staff room.
12. I will not give out my own personal details, such as mobile phone number, personal e-mail address and social networking identities to parents or pupils.
13. I will report any incidents of concern regarding pupil's safety to the schools Designated Safeguarding Lead.
14. I will support and promote the school's E-Safety and Data Security policies and help pupils be safe and responsible in their use of ICT and related technologies.
15. In line with the schools Data Security policies and Acceptable Use policy, I will ensure all school software systems that I access will be logged out, and any items downloaded from these systems off a 'sensitive' nature will be deleted from downloads immediately. This includes the use of MySAM, SamPeople and for Designated Safeguarding Lead's the use of My Concern Portal.