# **ICT Acceptable Use Policy: Staff**

|  |
| --- |
| 1. I will only use the school’s digital technology resources and systems for Professional purposes or for uses deemed ‘reasonable’ by the Head and Governing Body.
 |
| 1. I will not reveal my username and password(s) to anyone else.
 |
| 1. I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
 |
| 1. I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school’s network and data security and confidentiality protocols.
 |
| 1. I will not engage in any online activity that may compromise my professional responsibilities.
 |
| 1. I will only use the approved, secure email system(s) for any school business.
 |
| 1. I will only use the approved school email; school MLE or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
 |
| 1. I will not browse, download or send material that could be considered offensive to colleagues.
 |
| 1. I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the network manager who will log the incident and take appropriate action.
 |
| 1. I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
 |
| 1. I will not connect a computer or laptop to the network / Internet that does not have up-to-date anti-virus software, and I will keep any ‘loaned’ equipment up-to-date, using the LA's anti-virus software.
 |
| 1. I understand that USB flash drives should be scanned before being used on the school network.
 |
| 1. I will not take images of pupils on personal digital cameras or camera phones. I will only store images at home with the head’s permission.
 |
| 1. I will use the school’s Learning Platform in accordance with school / and LA advice.
 |
| 1. I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role.
 |
| 1. I agree and accept that any computer or laptop loaned to me by the school, is provided to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
 |
| 1. I will ensure any confidential data that I wish to transport from one location to another is protected and that I follow school data security protocols when using it.
 |
| 1. I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
 |
| 1. I will embed the school’s e-safety curriculum into my working practice.
 |
| 1. I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
 |
| 1. I will exercise extreme caution in connection with internet sites such as chatrooms, message boards and newsgroups and avoid inappropriate communication with individuals with whom I may be in a position of trust. This includes private use.
 |
| 1. I understand that I should not allow pupils or former pupils to become my ‘friends’ on social networking sites.
 |
| 1. I also understand that should I fail to follow the acceptable use policy the school may take action in line with the Disciplinary Policy.
 |