

Appendix 2: acceptable use agreement (staff, governors, volunteers and visitors)

Acceptable use of the school's ICT systems and the internet: agreement for staff, governors, volunteers and visitors

Name of staff member/governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school:

- I will not browse, download or send material that could be considered offensive to colleagues. I will not access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may access
- I will not install/download any unauthorised software. I will not attempt to install or store software, or try to alter computer settings without permission and technical advice. I will ensure that USB devices containing data relating to the school are encrypted.
- I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too. I will not use them in a way that could harm the school's reputation.
- I will only use the approved, secure email system(s) for any school business. I will not use any improper language when communicating online, including in emails or other messaging services
- I will not access social networking sites or chat rooms. I will not publish anything on social media that could harm the school's reputation.

My use of the Internet, email and other related technologies can be monitored and logged by school where it believes unauthorised use of the schools information system may be taking place or the system may be being used for unauthorised or unlawful purposes.

I will not have my personal telephone during school hours unless I have permission from a member of SLT. I will not use mobile phones or the internet for personal use during working hours

I will let the Designated Safeguarding Lead (DSL) and Online Safety Lead (A Coates) know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will only use the approved school email/mobile to communicate with pupils or parents/carers, and only communicate with them on appropriate school business. I agree that I will not have any contact with pupils or parents via social media.

I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the DSL and Online Safety Lead (A Coates) who will log the incident and take appropriate action.

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.

Signed (staff member/governor/volunteer/visitor):

Date: