

## **IT Acceptable Use Agreement for Staff**

***To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's E-Safety policy for further information and clarification.***

- I understand that it is a criminal offence to use a school IT system for a purpose not permitted by its owner.
- I understand that I must not use the school IT system to access inappropriate content
- I appreciate that IT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that IT use may also include personal IT devices when used for school business.
- I understand that school information systems and hardware may not be used for private purposes without specific permission from the Headteacher.
- I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager. I will not use anyone's account except my own.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I understand use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- I will report any incidents of concern regarding children's safety to the schools IT / Computing Co-Ordinator, the DSL or Headteacher.
- I will ensure that electronic communications with pupils including email, instant messaging and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- I will not accept current or ex-pupils as 'friends' on social networking sites and I will not use these media to discuss confidential information or to discuss specific pupils

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**I have read, understood and accept the Staff Code of Conduct for IT.**

Signed: ..... Capitals: ..... Date: .....