

**NORTH YORKSHIRE COUNTY COUNCIL
CHILDREN AND YOUNG PEOPLE'S SERVICES**

SCHOOLS AND COLLEGES

Acceptable Use Agreement – ICT and E Technology

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT and the related technologies such as email, the internet, web2 technologies and mobile devices. Members of staff should consult with (Karen Butler) for further information and clarification.

I confirm that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with this document. In particular:

Members of staff:

- I will only use the school's email, internet and intranet and other related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body. Individual employees' internet and other related technologies can be monitored and logged and can be made available, on request, to their line manager or Headteacher.
- I will not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.
- I will take all reasonable steps to ensure that all laptops and memory devices are fully virus protected and that protection is kept up to date.
- I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded.
- I will not use school information systems or resources (e.g. cameras, laptops, memory devices) for personal purposes without specific permission from the Headteacher; they should only be used for professional purposes.
- I am not permitted to use personal portable media for storage of school related data/images (e.g. USB stick) without the express permission of the Headteacher.
- Confidential school information, pupil information or data which I use will only be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended. Personal data can only be taken out of school when authorised by the Head teacher or Governing Body.
- I am not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits. With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused.
- I will only use my personal mobile phone during non-contact time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager.
- I will ensure that their use of web 2 technologies, including social networking sites, such as Facebook, Instagram, and Bebo, do not question or bring my professional role into disrepute.
 - I will consider, and set appropriately, my privacy settings on such sites.
 - I will consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.
 - I will reject/refuse invitations or and/or requests from students to partake in discussion forums, instant messaging and webcams.
 - I will not communicate with pupils, in relation to either school or non school business, via web 2 technologies. I will only communicate with pupils using the appropriate LA/school learning platforms or other systems approved by the Headteacher.
- I will only use approved, secure email systems for any school business.
- To protect my own privacy I will only use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents. I will not give out personal details, such as telephone/mobile number or email address, to pupils or parents.

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- Any content I post online (including outside school time) or send in an email will be professional and responsible and maintain the reputation of the school.
- I understand that I have the same obligation to protect school data when working on a computer outside school.
- I will report immediately any accidental loss of confidential information so that appropriate action can be taken

I understand that the school may monitor or check my use of ICT equipment and electronic communications.

I understand that by not following these rules I may be subject to the School's disciplinary procedures.

User Signature

Signature Date

Full Name (Printed) Job Title

Grewelthorpe & Fountains CE Primary Schools Federation

Policy:	Internet Acceptable Use Staff
Signed Chair of Governors:	
Date Signed:	
Governors Meeting Ratified:	25th April 2018
Review Date:	Spring 2020
Review schedule	2 yearly