

CROW ORCHARD PRIMARY SCHOOL ACCEPTABLE USE STATEMENT (FOR STAFF)

The computer system is owned by the school and is made available to staff to enhance their professional activities, including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the pupils, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

All staff (including supply and temporary) requiring Internet access should sign a copy of this Acceptable Use Statement and return it to the ICT coordinator for approval.

- I will only use the school's email / Internet / Intranet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head teacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head teacher or Governing Body.
- I will not install any hardware or software without permission of the Head teacher.
- I will only open email attachments from sources I know to be safe.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head teacher.
- I understand that all my use of the Internet and other related technologies can be monitored, logged and made available, on request, to the Head teacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's E-Safety Policy and help pupils to be safe and responsible in their use of ICT and related technologies.

- Access to the internet and school server should only be made via the authorised account and password, which should not be made available to any other person.
- It is the responsibility of staff members to make the ICT coordinator aware of occasions when passwords cease to become private.
- Staff should ensure that high levels of data-protection are adhered to at all times. This means logging off and shutting down computers at the end of the day.
- Issued ipads/laptops are for staff use only.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden. Permission should be granted from the Head teacher before bringing in electrical and ICT equipment from home.
- Users are responsible for all emails sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes, online shopping or advertising is forbidden.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- No reference should EVER be made to Crow Orchard Primary School on any social networking site.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- I understand this forms part of the terms and conditions set out in my contract of employment.

User Signature

- I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Any breaches in the operation of the requirements laid out in this Acceptable Use Statement will result in the Disciplinary Policy being invoked.

Full name: _____

Signed: _____ Date: _____