



Acceptable Use Policy for Computers and IT Equipment

Teachers, Teaching Assistants, Office Staff, Short-term Staff, Placement Students and Volunteers

IT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all adults are aware of their professional responsibilities when using any form of IT. All adults are expected to adhere at all times to its contents. Any concerns or clarification should be discussed with the Head Teacher.

- I will only use the school's email / Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head Teacher or Governing Body.
- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that any 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 for school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Confidential data will only be stored on an encrypted memory stick.
- I will not install any hardware or software without permission of the online safety / Computing coordinator.
- 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. 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 my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or 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 have read, support and promote the school's online safety policy and will help pupils to be safe and responsible in their use of IT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of IT throughout the school.

Signature Date

Full Name (Printed)