

Acceptable use agreement for staff, governors, volunteers, contractors and visitors

Adult acceptable use agreement

You must read this agreement in conjunction with the online safety policy and the GDPR policy. Once you have read these, you must sign and submit this agreement and it will be kept on record in the school. You should retain your own copy for reference. This forms part of your professional and safeguarding responsibilities.

Internet, mobile and digital technologies are part of our daily working life and this agreement is designed to ensure that all staff and governors are aware of their responsibilities in relation to their use. All staff and governors are expected to adhere to this agreement and to the online safety policy. Any concerns or clarification should be discussed with the head teacher. Breaches will be investigated, recorded and, where appropriate, disciplinary procedures will apply and police involvement will be sought.

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of adult:

- I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.
- I understand that online safety is the responsibility of all staff and governors and I will promote positive online safety messages at all times including when setting homework or providing pastoral support.
- I understand that it is my duty to support a whole school safeguarding approach and will report any inappropriate or concerning behaviour (of other staff, governors, visitors, pupils or parents/carers) to the DSL or Head teacher and log on myconcern.
- I will pre-check for appropriateness all internet sites used in the classroom; this will include the acceptability of other material visible, however briefly, on the site. I will not free-surf the internet in front of pupils.
- If I am using the internet to teach about controversial issues I will secure, on every occasion, approval in advance for the material I plan to use with the Deputy Head or Head teacher.
- I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

Online conduct

- Access, or attempt to access inappropriate material, including but not limited to: child abuse; pornography; discrimination of any kind; promotion of prejudice against any group; promotion of illegal acts; any other information which may be illegal or offensive. I will report any accidental access to or receipt of inappropriate materials or filtering breach to the Deputy Head or School Business Manager.
- Use the school's ICT systems and access the internet in school, or outside school on a work device, for anything other than educational purposes or for the purpose of fulfilling the duties of my role.
- Use devices in any way which could harm the school's reputation
- Give out my personal contact and online account information such as phone numbers, email address, and social media account details to pupils and/or parents/carers.
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs, videos or voice recordings of staff, pupils or anyone without checking for the necessary consent first. Where consent is given, these are to be on school devices only.
- Share confidential information about the school, its pupils or staff, or other members of the community
- Use my school email for anything other than school business, or discuss school business on any personal accounts.
- Access, modify or share data I'm not authorised to access, modify or share

- Promote private businesses, unless that business is directly related to the school
- Use my personal devices in front of the children, or during lesson time, unless I have permission from the headteacher.

When using personal devices and the internet outside of work, I will not:

- Become 'friends' with parents/carers or pupils on social networks. Where my school role is my only connection to an individual, private online contact is unacceptable with parents/carers or pupils.
- Become 'friends' with any ex-pupil under the age of 13 years old and will be mindful of children older than this that they may be classed as vulnerable whilst still of school age.
- Have my social media settings set to public.
- Upload any material about or references to the school or its community on my personal social networks, including anything that undermines or disparages the school, its staff, governors, parents/carers or pupils.
- Share any privileged information.

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

Date:

I agree to follow this Acceptable Use Agreement and to support online safety in my work in the school. I understand this forms either:

- part of the terms and conditions set out in my contract of employment (staff members only);
- or part of my company/educational setting/organisation's contract with the school (supply, volunteers, contractors, student teachers etc);
- and/or my responsibilities as a governor.