

HAZEL OAK SCHOOL - Staff, Governor and Visitor Acceptable Use of ICT Agreement 2019/20

This agreement applies to all online use and to anything that may be downloaded or printed. All adults within the school must be aware of their safeguarding responsibilities when using any online technologies, such as the internet, e-mail or social networking sites. They are asked to sign this Acceptable Use Agreement so that they set an example to children and young people for the safe and responsible use of online technologies. This will educate, inform and protect adults so that they feel safeguarded from any potential allegations or inadvertent misuse themselves. The e-safety co-ordinator is the Head teacher, Andy Simms. His use is monitored by the Deputy Head teachers, Sinead Davies and Kara Robinson.

Emails

- 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 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 numbers and personal email addresses to pupils and I will not communicate with pupils by these means.
- I will only use the approved, secure email system for any school business.

Use of Internet and ICT equipment

- 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 any password used is suitably secure – no-one should use the password 'password'.
- I will not log other users onto the school system using my own details.
- Images of pupils will only be taken, stored and used for professional purposes in line with school policy, using school equipment and with written consent of the parent/carer. Images of staff should only be used with permission of the individual. 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 use of the Internet and other related technologies can be monitored and logged using the 'Light Speed Rocket' system on the school's computer system. The Head Teacher will receive regular reports regarding internet use and will follow up any concerns with individual staff.
- The use of personal devices, such as mobile phones, on the school's guest wifi is also monitored.
- I will not install any hardware or software without permission from the Head Teacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- When using the internet with pupils during learning activities, I will ensure that the content is appropriate to the age and ability of the pupils and does not contain any content which could be considered to be offensive or inappropriate.
- If I access inappropriate content by accident, I should report this as a matter of urgency to the Head Teacher.

- I understand that I can use iPads and laptops during **non lesson time and out of school** to access non-educational material, but I will uphold the principles of safe and legal internet use.
- I will not make use of social networking sites using school devices, and will ensure I follow the staff Code of Conduct.
- I will ensure that my iPad is passcode-protected and is not lent to pupils.

E-safety

- I will support and promote the school's e-Safety policy and social media policy and help pupils learn to be safe and responsible in their use of ICT, related technologies and social networking.
- I will support pupils in learning how to stay safe on the internet, recognise cyber-bullying and encourage them to report incidents and keep safe from harm.
- 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.
- If I discover inappropriate/illegal sites, or inappropriate/illegal use by an adult or pupil, the machine should be isolated and the Head Teacher notified as a matter of urgency, who will then contact the police.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will not add pupils/students as 'friends' on any social networking sites and will report any concerns to the Head Teacher.
- I will not post any comments on social networking sites which are likely to bring my professional or school reputation into disrepute.
- The school believes it is far safer for staff not to accept either school children or ex-pupils as 'friends'. If I make an exception to this guidance I will refer directly to the Head teacher to inform my decision. e.g. young person is also a family member.
- I will ensure that I complete regular e-safety training as required.

Mobile Phones and cameras

- I will not use any personal ICT devices to communicate with pupils or to take photographs.

Data Protection

- 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 or Governing Body.
- I will respect copyright and intellectual property rights.
- I will follow the school guidelines on 'How to keep data secure' at all times.
- I will only use password protected, or encrypted USB sticks.
- I understand all downloaded data must be password protected (Mac Books and iPads must have passcodes and these must not be sequential digits such as 1234)