

## Acceptable Use Agreement: Staff, Governors and Visitors

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. This document is intended as guidance and recommendations for the protection of all members of the school community. Any concerns or clarification should be discussed the academy eSafety Coordinator.

- I will only use the school's email / Internet / Learning Platform and any related technologies for professional purposes or for uses deemed reasonable by the Principal or Governor responsible for eSafety.
- 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 students and staff are compatible with my professional role.
- I will not use my school email account for personal use (e.g. online shopping sites, mailing lists)
- I will not forward confidential school emails to non-school accounts, or access school email by any insecure method (usual web access *is* considered secure). I will report the loss of any mobile device with access to school email to IT Services immediately so it may be wiped remotely.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to students.
- If I use social media I am aware of the potential risks and the recommendations contained within the eSafety and Data Protection policies – and will act in accordance with the Teachers' Standards where appropriate.
- I will use the approved, secure e-mail system(s) for any school business.
- I have read and understood the school's Data Protection Policy.
- If I intend to use my own devices for school use (including email) I will comply with the BYOD section of the Data Protection Policy.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school or accessed remotely.
- I will not store, transfer or transmit by email attachment or other insecure method any personally identifiable information (including class lists). **I understand that this prohibits the use of unencrypted memory sticks or other portable media for transferring data about specific, identifiable (i.e. named) students, or storing any such data on computers outside of school.**
- I will not install any hardware or software without permission of the Network Manager.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory unless reasonably part of lesson content.
- I will refer to the Storage of Images section of the Data Protection Policy for the taking and processing of images of students.
- I understand that all 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 eSafety Coordinator.
- 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, in accordance with the Teaching (or other professional) Standards where appropriate.
- I will support and promote the school's e-Safety and Data Protection policies and help students to be safe and responsible in their use of ICT and related technologies.
- I will comply with the Data Protection Policy and ensure that I adhere to any policies and procedures issued by BFET for the use of personal data.

### User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the Academy.

Signature ..... Date .....

Full Name ..... (BLOCK CAPITALS)