



**Garden City Academy**  
**Staff, Governor and Visitor**  
**Acceptable Use Agreement / Code of Conduct**

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. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Jeannette Wilson, I eSafety coordinator or Jenny Redgrove, Senior Information Risk Owner.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head 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 e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on MIS software) 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. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of the ICT technician.
- 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 Headteacher.
- 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 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 Headteacher.
- 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 not leave my laptop unattended at any time without first locking it.
- I will only use the lower filtering level for a specific purpose and return it to the higher level once this task is completed.

**User Signature**

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

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

Full Name .....(printed)

Job title .....

## Staff Professional Responsibilities

The HSCB eSafety subgroup have produced a clear summary of **professional responsibilities related to the use of ICT** which has been endorsed by unions. To download visit <http://www.thegrid.org.uk/eservices/safety/policies.shtml>



### **PROFESSIONAL RESPONSIBILITIES** **When using any form of ICT, including the Internet,** **in school and outside school**



For your own protection we advise that you:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies.



- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.

- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.



- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.

- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.



- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.



- Only take images of pupils and/ or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.

- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Ensure that your online activity, both in school and outside school, will not bring your organisation or professional role into disrepute.



You have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation.