



## ACCEPTABLE ICT USE AGREEMENT

June 2018 RBA

All ICT equipment having Internet access (i.e. laptops; school mobile phones; PCs, ipads; tablets; memory sticks and CC4) must be used in a responsible, efficient, ethical and legal manner. In order to provide for the appropriate use of these in line with school policy, the following Acceptable Use Agreement has been developed. It must be read and signed by all members of staff.

**Acceptable Use:** The use of ICT must be in support of education and research and consistent with the educational objectives of Little Ilford School. Use of the network for private business is prohibited. Making personal use of the internet during lesson time is not permitted. Staff should not keep personal files on the school system. School ICT equipment (including School mobile phones) is for the sole use of the member of staff and they **MUST** have read and signed the Acceptable Use Agreement before they make use of the ICT made available. (In the case of a school visit the use of the school mobile phone by students is forbidden unless authorized by the Visit Leader and always in the presence of the member of staff.) Inappropriate use of school ICT equipment will result in a cancellation of the privilege and could lead to disciplinary action.

**Inappropriate Material:** Users are not permitted to transmit, receive obscene, offensive, prejudicial, extremist, abusive and discriminatory or sexually oriented material. Any staff/student files can be accessed and checked by the Head teacher as necessary. **Only school mobile phones or school ipads/tablets and school cameras should be used for the filming or the taking of photos of students.** These pictures/films must be used for school educational purposes only. The use of school ICT equipment to transmit pictures and materials to students or others is forbidden. Under no circumstances should pictures/films obtained be uploaded into any public or private site including social media networks. Personal files, music, videos belonging to teachers should not be downloaded to school equipment unless for educational purposes. ICT equipment (including school mobile phones) usage and memory might be checked by the Head teacher (or EVC in the case of school mobile phones) from time to time.

**Copyright:** Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism, transmission of or downloading of any copyright material not covered by the educational license is strictly prohibited.

**Software:** Only software installed by Little Ilford School may be used on the computers. Adding, deleting or modifying installed software is not permitted. If you wish to add software to support your teaching, then liaise with your SLT line manager and the RM support engineer and complete a purchase order (pink slips outside Finance office).

**Privilege:** The use of ICT equipment (including laptops; school mobile phones; PCs; ipads; tablets; memory sticks and CC4) is a privilege and inappropriate use will result in a cancellation of the privilege.

**Vandalism:** Vandalism will result in the cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user or computers. This includes but not limited to the uploading or creation of computer viruses.





**Security:** Security on any computer system is a high priority. If you identify a security problem on any ICT equipment, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account with or without permission from that individual. **Do not allow or share access to your own passwords or SIM data. SIM data should always be protected and if you are not using your ICT equipment at any time, then please lock your device/s.** Do not access CC4 or student sensitive data on any public computer or in a public space whereby the security of school information could be jeopardized. Anytime school material is accessed such as through CC4 ensure that you have logged off and no stranger is able to access the school information.

**E-mail:** E-mail is considered to be an ICT application and is covered by this policy. It should be used to disseminate information but should not be used as a substitute for all face-to-face communication. E Mails must not be used for sensitive issues or contain a 'tone' that might offend.

**Social Networking:** Users are not permitted to access social networking sites for personal use through the school Internet link or by using any of the school's ICT equipment. Should anyone unintentionally enter a social networking site he/she must exit the site immediately. This could lead to disciplinary action.

**Data Protection:** Safeguarding aspect of the teacher's role. Emerge is software that teachers may download onto their mobile phones or tablets/ipads and provides teachers with access to sensitive school data and enables them to take registers and access personal information. **All use of the school's ICT must be explicitly used to improve teaching and learning outcomes for our schools.** Data protection must be adhered to in regards to the school's student and staff data. If you are using Emerge, you will be responsible to keep the data protected on your ICT equipment. Special attention should be given to data privacy and protection on mobile devices being used outside the school premises.

**Network etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following;

- Use polite, formal language
- Illegal activities are prohibited
- Anonymous messages are not permitted
- All emails must include the sender's full name and be of a professional nature and tone.

Further information can be found on RMStaff (T Drive) – Staff Resources, on all aspects of the above policy.

I understand and will abide by the above agreement. I further understand that a violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken. Your signature on the Acceptable Use Agreement is legally binding and indicates that you have read the terms and conditions carefully and understand their significance.





Print Name:

Department:

Signature:

