



Margaret McMillan Nursery School
and Children's Centre
Hornsey Rise
Islington
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020 7281 2745

www.margaretmcmillan.islington.sch.uk

Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct

IT and the related technologies such as email, 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 IT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the headteacher (school Online Safety coordinator).

- 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 IT 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 parents and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils or parents.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on ARBOR) 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 Headteacher or Governing Board.
- I will not install any hardware or software without permission of the headteacher.
- 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 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 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.
- I will support and promote the school's Online Safety policy and help pupils to be safe and responsible in their use of IT and related technologies.
- I will not use personal hardware, software or mobile devices such as telephones, cameras, laptops etc for school business without prior arrangement with my Line Manager or Headteacher.
- I understand that I can use my mobile phone at home to write up observations onto FAMLY, using my secure log-in and password.
- I will **NOT** upload photographs/ videos of children onto FAMLY from my mobile phone.
- I understand this forms part of the terms and conditions set out in my contract of employment.

- If I bring personal equipment, my mobile phone, camera etc to school I will ensure it is locked in my locker during work contact hours and only used when I am off duty.

User Signature

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

Signature Date

Full Name(printed)

Job title