

### **Digital Technologies Usage Agreement**

#### **Networks**

- All information and communications technology is owned by the school and is made available to pupils to further assist their education, and for staff to develop curriculum material, management and administration.
- The school reserves the right to examine or delete any files that may be held on its computer system.
- Access to the network should be made through an authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems is forbidden.
- Use of the network to access unsuitable materials of a sexual, racist or bullying nature or any other kind of offensive material is forbidden.

#### **Internet and E-mail**

- The school reserves the right to monitor all e-mail and Internet sites visited. Visits to inappropriate sites by teachers will be notified to the Headteacher and the Governing Body for action.
- All Internet activity during contact time should be appropriate to the curriculum requirements of pupils and staff.
- Staff are advised not to input personal data e.g. bank details onto any school laptop or other IT equipment. Use of the Internet for personal shopping is forbidden during school hours. School will not be held responsible for misuse of personal data obtained from current or former school property by any third party.
- Use of the Internet for financial gain, gambling, political purposes or advertising is forbidden.
- All e-mail communication with parents/carers, pupils or colleagues must be via school e-mail accounts only. Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- When using the school e-mail, school website or any form of social media, good professional levels of language and content shall apply. All information posted should be in a formal, courteous and professional tone. All offensive words of any description are forbidden. All communications shall comply with good equal opportunities and non-discriminatory practices. Ensure no information posted would bring the school's reputation into disrepute.
- Where work is protected by copyright, do not download or distribute copies (including music and videos).

## Moodle and Mahara

- The use of forums, private messaging, journals, blogs and professional walls must be limited to school purposes.
- The language and content used within these facilities should be appropriate to the task.
- Work uploaded or used on Moodle and Mahara must be of a professional nature and relevant to the task.
- Inappropriate use, for example using these facilities as a means to target others, will result in the Headteacher and Governing Body being informed, the member of staff involved will be locked out of the system and the relevant disciplinary procedure will be applied.

## Staff Ipads / Laptops

- All devices are owned by the school and are made available to staff to enhance their learning and teaching, planning, curriculum material, management and administration.
- The school reserves the right to examine or delete any files that may be held on these school devices.
- Activity that threatens the integrity of the school ICT systems or network, or activity that attacks or corrupts other systems is forbidden.
- Use of the school devices and network to access unsuitable materials of a sexual or racist nature of any kind or offensive material is forbidden.
- The school reserves the right to monitor all e-mail and Internet communications on school devices.
- Misuse of the school devices or visits to inappropriate sites by teachers will be notified to the Headteacher and the Governing Body for action.
- All use of devices during contact time should be appropriate to the curriculum requirements of pupils and staff.
- Staff are advised not to store personal data upon school devices as outlined in the Internet and e-mail section of this policy.
- Use of the Ipad/ Laptop for financial gain, gambling, political purposes or advertising is forbidden.
- If using the school devices for e-mails, all contact with parents/carers, pupils or colleagues must be via your school e-mail accounts only.

This policy is to protect all parties namely the school, pupils and staff. By signing this agreement you understand that if you fail to comply with this "Digital Technologies Usage Agreement", you could be subject to disciplinary actions including a warning, suspension, a referral to Governors and/or Local Authority and in the event of illegal activities the involvement of the police.

I have read, understand and agree to follow the guidelines within this document during my employment at Saint Michael's C of E High School.

Name:	
Signature:	
Date:	

Astley Road, Chorley, Lancashire PR7 1RS Telephone: (01257) 264740 Fax: (01257) 224767 email: admin@saint-michaels.lancs.sch.uk

