**St. Joseph’s Catholic Primary School.**

**Governors’ Digital Technologies
Acceptable Use Agreement Form**

The school Acceptable Use Policy is designed to ensure that all governors are aware of their responsibilities when using any form of Information & Communications Technology (ICT) within their role. All governors are expected to sign this policy and adhere at all times to its contents.

The ICT Co-ordinator and School Safeguarding Designated Teacher are sources of support for all who sign this agreement. Signatories should be open and transparent about any breach of this agreement in order that “near misses” can be analysed and children kept safe.

* I will comply with the ICT system security protocols 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 role as a governor. I will never communicate via personal email / phone accounts / social networking profiles except when using the “admin” or “head” e-mail address; where necessary messages will then be forwarded from these school e-mail addresses. I understand that I have no reason to contact pupils in my role as a governor.
* I will not discuss school issues on social networking sites / web-blogs.
* I will not give out, in my role as governor, my own personal contact details, such as mobile phone number and personal email address to pupils or parents.
* I will only use the approved, secure email system(s), school text service and MLE tools (when operational) for communications related to my governors role except in governor to governor communication.
* I am aware that communicating with students / pupils via private email / SMS and social networking sites when acting in my role as a governor may be considered a disciplinary matter.
* I will ensure that personal data (such as data held on SIMS) 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 by governors, when authorised by the Head or Governing Body and will be encrypted..
* I will not install any hardware or software without permission of the ICT leader
* I will not browse, download, upload or distribute any material of a pornographic, offensive, illegal or discriminatory nature on to school equipment or systems. I understand that to do so may be considered a disciplinary matter, and in some cases a criminal offence.
* I will not take images & videos of pupils and / or governors in my role as a governor. If requested to do so by the head teacher (e.g. at a school function) images will only be taken, stored on school equipment and will only be used for professional purposes in line with school policy and with written consent of the parent, carer or governors member. Images & video will not be distributed outside the school network / MLE without the permission of the parent and head teacher. For governors who are also parents or staff within school I will follow the school policies that apply to all parents when acting as a parent.
* 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 governor role or the school into disrepute.
* I will support and promote the school’s e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

**User Signature**

I have read the full school Acceptable Use Policy and I understand what is expected of me regarding my behaviours in the use of technologies as a governor of our school.

Signature …….………………….………… Date ……………………

Full Name ………………………………….........................................(printed)