

Charlton Kings Junior School

Information Technology acceptable use agreement – staff

Whilst our school promotes the use of technology, and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology appropriately. Any misuse of technology will not be taken lightly, and will be reported to the **Head Teacher** in order for any necessary further action to be taken.

This acceptable use agreement is designed to outline staff responsibilities when using technology, whether this is via personal devices or school devices, or on/off the school premises, and applies to all staff, volunteers, contractors and visitors.

Please read this document carefully, and show you agree to the terms outlined by clicking the link and filling in the form.

1. Using technology in school

- I will only use ICT systems, such as computers (including laptops) and tablets, which have been permitted for my use by the **Head Teacher**.
- I will only use the approved email accounts that have been provided to me.
- I will not use personal emails to send and receive personal data or information.
- I will not share sensitive personal data with any other pupils, staff or third parties.
- I will ensure that any personal data is stored in line with the Data Protection Act 1998.
- I will delete any chain letters, spam and other emails from unknown sources without opening them.
- I will only use the internet for personal use during out-of-school hours, including break and lunch times.
- I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
- I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
- I will not install any software onto school ICT systems unless instructed to do so by the **School Business Manager (SBM), Computing Co-ordinator** or **Head Teacher**.
- I will only use recommended removable media, and will keep this securely stored.
- I will provide removable media to the **SBM** for safe disposal once I am finished with it.

2. Mobile devices

- I will only use school-owned mobile devices for educational purposes.
- I will only use personal mobile devices during out-of-school hours, including break and lunch times.
- I will ensure that mobile devices are either switched off or set to silent mode when working with pupils, and will only make or receive calls in pupil-free areas, e.g. the staffroom.

- I will ensure mobile devices are stored in a safe place, out of the reach of pupils, during lesson times.
- I will not use mobile devices to take images or videos of pupils or staff, unless agreed by the **Head Teacher**. Any school-related images taken on a mobile device will be uploaded to the school server as soon as possible and then deleted from the device.
- I will not use mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by the **Head Teacher** or **SBM**.
- I will only use personal and school-owned mobile devices to communicate with pupils or parents when other means are unavailable, such as on trips and residential visits.
- I will ensure that any school data stored on personal mobile devices is password protected, and give permission for the **SBM or IT technician** to erase and wipe data off my device if it is lost or as part of exit procedures.

3. Social media and online professionalism

- If I am representing the school online, e.g. through blogging, I will express neutral opinions and will not disclose any confidential information regarding the school, or any information that may affect its reputability.
- I will not use any school-owned mobile devices to access social networking sites, unless it is beneficial to the material being taught; I will gain permission from the **Head Teacher** before accessing the site.
- I will not accept 'friend requests' from any pupils over social networking sites and I will be careful what I communicate if I choose to befriend parents I might know socially.
- I will not communicate with pupils over personal social networking sites. With any communication with parents, I will be mindful of the professionalism aspects of this agreement and the school's staff code of conduct.
- I will ensure that I apply the necessary privacy settings to my social networking sites.
- I will not publish any comments or posts about the school on my social networking sites which may affect the school's reputability.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

4. Training

- I will ensure I participate in any e-safety or online training offered to me, and will remain up-to-date with current developments in social media and the internet as a whole.
- I will ensure that I allow the **SBM, IT technician or Computing Co-ordinator** to undertake regular audits in order to identify any areas of need I may have in relation to training.
- I will ensure I employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.

- I will ensure that I deliver any training to pupils as required.

5. Reporting misuse

- I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the **Internet Safety Policy**, e.g. to monitor pupils' internet usage.
- I will ensure that I report any misuse by pupils, or by staff members breaching the procedures outlined in this agreement, to the **Head Teacher**.
- I understand that my use of the internet will be monitored by the **SBM and IT technician** and recognise the consequences if I breach the terms of this agreement.
- I understand that the **Head Teacher** may decide to take disciplinary action against me in accordance with the **Allegations of Abuse Against Staff Policy**, if I breach this agreement.

Please click the link below and fill in the online form to confirm your agreement with this policy.

[Staff Acceptable Use Policy Agreement](#)