

## ***Acceptable Use Agreement / Code of Conduct for the use of ICT at CPS***

ICT 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 authorised users of these facilities are aware of their professional responsibilities when using any form of ICT, but especially when using any equipment that connects to the school network. All staff, governors and authorised users are expected to sign this policy and adhere at all times to its contents for the duration of their access or appointment. Any concerns should be discussed with Sandra Cunningham or Mike Godfrey, the school e-safety coordinator.

- I appreciate that ICT includes a wide range of devices (including mobile phones, tablets and digital cameras) and facilities (including e-mail, messaging and social networking), and that ICT use may include personal or third party owned ICT devices.
- I understand that it is a criminal offence to use a school computing system for a purpose not permitted by its owner.
- I will not install hardware or software on any school device without permission of the Computing leader, Mike Godfrey.
- I will respect copyright and intellectual property rights.
- I will use the approved, secure e-mail system, if available to me, for all school business I will only use the school's e-mail, Internet access and any related technologies for purposes related to my role within school, or for uses approved by the Head Teacher.
- I understand that all my school based 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 the Head Teacher.
- I will comply with the school's ICT system security requirements and not disclose to any third party any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activity carried out under my usernames.
- I will ensure that my online activity, both within and outside school, will not bring my professional role into disrepute including downloading, uploading or distributing any material that could be considered abusive, illegal or discriminatory.
- I will ensure that electronic communications with staff and children including e-mail, Instant Messenger and social networking are compatible with my professional role and I will endeavour to ensure that messages cannot be misunderstood or misinterpreted.
- I will ensure that personal data (such as data held on SIMS) is kept secure, whether kept in school, taken off the school premises or accessed remotely, and is used appropriately. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher
- Images of children and/ or staff will not be distributed outside the school and will only be taken, stored and used for professional purposes in line with school policy and with written consent of a parent, carer, staff member or Head Teacher.
- I will not use my mobile phone during school hours as outlined in the Staff A-Z Handbook and e-safety Policy, keeping it out of sight and switched off (or silent).
- I will not use any personal devices to take photographs of the children at school
- I will report any incidents of concern regarding children's safety to the DSL/ e-safety coordinators.
- I will support the school's e-safety policy and help children to be safe and responsible in their use of ICT and related technologies.
- I will promote e-safety with the children in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- I acknowledge that all authorised users including members of staff or governors who breach this code of conduct may face disciplinary action in accordance with existing procedures.