



## Appendix 1

### **STAFF, TRUSTEES, VOLUNTEERS AND VISITORS**

# Acceptable Use Agreement: Staff, Trustees, Volunteers and Visitors

## Staff, Trustee and Visitor Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. The IT policy and associated handbook is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this acceptable use agreement and adhere at all times when conducting work business or using work equipment to its contents. Any concerns or clarification should be discussed with the Lead CA or your headteacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Board of Trustees
- I will comply with the ICT system security and not disclose or share any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with students and staff are compatible with my professional role and status
- I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to students
- I will only use the secure e-mail system(s) ending focus-school.com for any school business
- 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 when authorised in writing by the Head or Lead CA. Personal or sensitive data taken off site must be encrypted, eg on a password secured laptop or encrypted memory stick
- I will not install any hardware or software without permission of FLT IT Team
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of students 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 will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community without written permission of the Head/Lead CA
- 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 in line with current legislation
- I will respect copyright and intellectual property copyright
- I will ensure that my online activity, both in school and outside school, will not bring the school, FLT, my professional reputation, or that of others, into disrepute
- I will support and promote the school's e-Safety and Data Security policies, camera and using images and mobile telephone policies and help students to be safe and responsible in their use of ICT and related technologies
- I will not use personal electronic devices (including smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room
- I understand this forms part of the terms and conditions set out in the staff handbook

### User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school:

Signature & Print Name:	
Job Title:	Date: