

Hillocks Primary School ICT Staff and Volunteer Acceptable Use Agreement and E-Safety Rules

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my Professional and Personal Safety:

- I understand that the school may monitor my use of the ICT system, email and other digital communications.
- I understand that the rules set out in this agreement also apply to the use of the school ICT systems (e.g. laptops, email out of school).
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone, nor will I try to use any other person's username and password
- I will report immediately any illegal, inappropriate or harmful material or incident.

I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions

- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images unless I have permission to do so.
- I will not use social networking sites in school unless it is part of the curriculum.
- I will only communicate with students/pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on line activity that may compromise my professional responsibilities or the reputation of the school.
- When I use my personal hand held/ external devices in school (/laptops/mobile phones/USB devices etc), I will follow the rules set out in this agreement in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will only open attachments to emails if the source is known and trusted.
- I will not try to access, download or distribute any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install or copy programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings without the specific permission of the Headteacher.
- I understand that the data protection policy requires that any staff or pupil data to which I have access will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority. I will use an encrypted memory stick or save on the school system.

When using social networking sites and email outside of school:

- I understand that I have a professional responsibility when using social networking sites for personal use. As such I will refrain from making school related comments on social networking sites and under no circumstances will I refer to children, parents or staff on

social networking sites unless these are school events senior leaders are aware that staff will be sharing information about them. Personal data or information must never be shared.

- I will never use social networking sites to communicate about school related issues and should anyone attempt to make contact regarding a school matter I will refer them to the appropriate channels via school rather than answering directly.
- I will never run social network spaces for student use on a personal basis or to open up personal spaces for students, but use the schools' preferred system for such communications.
- I will never maintain a Social Media relationship with any pupil, current or alumni until such time as that the pupil turns 18.

I understand that I am responsible for my actions in and out of school:

I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.

I understand that if I fail to comply with this Acceptable Use Agreement I could be subject to disciplinary action.

I have read and understood the above, and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed-----

Date-----