



# ICT Code of Conduct

## Staff, Governor and Visitor Acceptable Use Agreement

### Old Catton C of E Junior School

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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 adult users are aware of their responsibilities when using any form of ICT. All such users are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with ICT co-ordinator or Kate Connelly.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is an offence to use a school ICT system and equipment for any purpose not permitted by its owner.
- I will only use the school's Internet / Intranet / Learning Platform and any related technologies for uses permitted by the Head or Governing Body.
- I will use the approved, secure email system(s) for any school business. However, should it be necessary to use my personal email account, I will ensure that individuals cannot be identified in the email and no details about individuals or confidential information will be communicated via these means.
- I will comply with the ICT system security and not disclose 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 username
- I will ensure that all school generated electronic communications are appropriate and compatible with my role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that all data is kept secure and is used appropriately and as

authorised by the Head teacher or Governing Body. If in doubt I will seek clarification. This includes taking data off site.

- At school, I will not install any hardware or software without the permission of the ICT co-ordinator.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images will only be taken, stored and used for purposes in line with school policy and with written consent of the parent, carer or adult subject. Images will not be distributed outside the school network/learning platform without the consent of the subject or of the parent/carers, and the permission of the Head of School.
- I understand that my permitted 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 Head of School.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the Senior Designated Professional or Executive Head teacher.

**User Signature**

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

**Full name:**.....(printed)

**Job title:**.....

**Signature:**.....**Date:**.....