

## Acceptable Use Agreement – ICT/Digital Devices

Adopted by the Federation of Kirkby Malzeard and St Nicholas C of E Primary School  
September 2020.  
Updated Sept 2022

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of technology. Technology relates to ICT systems, hardware, software, internet, email, Learning Platforms, social media, social messaging services such as WhatsApp and Instagram, mobile devices, cameras, laptops and memory devices.

### Members of staff:

- Must only use the school's technologies and equipment for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body. It is a criminal offence to use an ICT system for uses other than those permitted by its owner.
- Must only use approved, secure school email systems for any school business.
- Must send any personal or confidential information securely either encrypted or password protected.
- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.
- Have a duty to protect their passwords and logins, and should log off the network and Learning Platform when leaving a workstation unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
- Must not install any software or hardware without permission from a technician or the ICT coordinator.
- Are not permitted to use personal portable media for storage of school related data/images (e.g.USB stick) without encryption and permission from the head teacher.
- Should ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately.
- Personal data can only be taken out of school when authorised by the Head teacher or Governing Body and when stored securely on an encrypted/password protected data stick.
- Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits or keep these out in class.
- With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misuse.
- Staff must ensure that mobile phones and smart watches or any other personally owned device are switched off or switched to silent mode during the school day and left in the offices, staffroom or staff locker **and are not taken into classroom areas or out onto the playground.**
- Should ensure that their use of social media, including social networking sites, such as Facebook and Instagram does not question or bring their professional role into disrepute.
- **Should not be friends with parents on these sites.**

### Members of staff:

- Are advised to consider, and set appropriately, their privacy settings on such sites.
- Should consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.
- Should not communicate with pupils, in relation to either school or non-school business, via social media or any kind of personal messaging service including texts.

- Are not permitted to contact or communicate with pupils, parents or conduct school business using personal email addresses or telephones, personal messaging services such as WhatsApp or messenger, social media such as Facebook or Instagram, without specific permission from the Head teacher.
- Should not give out their own personal details, such as telephone/mobile number or email address, to pupils.
- Must ensure that all electronic communication with pupils and staff is compatible with their professional role.
- Must promote and model positive use of current and new technologies and e-safety.
- Must respect and comply with copyright, intellectual property rights and GDPR regulations.
- Have a responsibility to report any misuses of technology, including the unacceptable conduct of others, to the Head teacher immediately.

**User Signature**

I agree to follow this user agreement, and understand that failure to do so will result in disciplinary proceedings in the line with the School's Disciplinary Procedure.

Signature

Date

Full Name (Printed)

Job Title