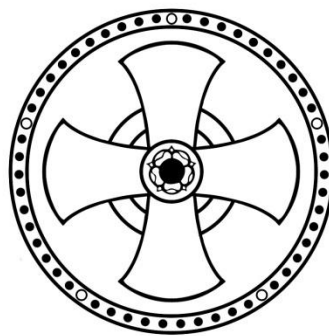


Our Lady of Lourdes Catholic Primary School

Acceptable Use Agreement

Reviewed February 2015

Live
Love
Learn



Our Lady of Lourdes Catholic Primary School

Acceptable Use Agreement for Staff, Governors and Visitors using ICT

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. This code of conduct is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff, Governors and visitors using ICT are expected to sign this policy and adhere at all times to its contents.

Any concerns or clarification should be discussed with the designated school E-Safety coordinators;

Paul Beverton (Head teacher), **Zoe Garbarz** (Child Protection Officer), **Nicole McInnally** (ICT coordinator)

- I understand that I am in a position of trust and that I am responsible for all activity carried out under my user name.
- 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 a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will not provide personal details about young people on my website or social networking group (this includes school name, email address, ID etc).
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role and I will conduct myself in an appropriate way as I would face to face.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business. This excludes governors.

- I will not install any hardware or software without permission of the ICT coordinator.
- I will respect copyright and intellectual property rights.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will ensure that personal data (such as data held on SIMs software) 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 by the Head or Governing Body.
- Images of pupils 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 and Headteacher.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- 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.
- I understand that electronic communications with pupils including email, instant messaging (IM), and social networking can be misunderstood or misinterpreted. Therefore I will not use email or a personal social networking account to communicate with pupils. I am aware that this is the same as going into a private room with them and closing the door.
- I understand that some sites have an age restriction (i.e. Facebook minimum age of 13 years).
- I will report any incidents of a young person trying to contact me and any incidents of concern regarding children's safety to the E-safety coordinator, Designated Child protection coordinator or Headteacher.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. I will help them to develop a responsible attitude to system use, communications and publishing.

User Signature

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

Signature Date

Full Name(printed)

Job title

Our Lady of Lourdes Acceptable Use Policy

Reviewed February 2015

Next review February 2019