

ACCEPTABLE USE OF IT FOR STAFF, GOVERNORS AND VISITORS



Version: 1

Name and Designation of Policy Author(s)	Nina Chwastek		Is this a Statutory Document
			No
Approved By (Committee / Group)	Curriculum Committee		
Date Approved	9 th February 2016		
Date Ratified by FGB	10 th March 2016		
Date Published	March 2016	Is this to be published on the school website?	
Review Date	Spring 2019		
Target Audience	Staff, Governors and visitors to School accessing digital technology		
Links to Other Strategies, Policies, Procedures, etc	E-Safety Policy, Safeguarding Policy		

Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
Jan 2016	1	Nina Chwastek	Old Acceptable Use Policy updated and put into new standard format

Monitoring Compliance with the Policy

Describe Key Performance Indicators (KPIs)	Target	How will the KPI be Monitored?	Which Committee will Monitor this KPI?	Frequency of Review	Lead
All Staff	100%	Recorded on SCR database and scanned onto staff record	Curriculum	Annually	Chair of Curriculum Committee
Governors and Visitors to sign	100%	Recorded on Single Central Record	Curriculum	Annually	Chair of Curriculum Committee

Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us *'To be who God wants us to be and so set the world on fire.'*

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.

St Catherine's RC Primary School



Acceptable Use of IT Policy:

Staff, Governors and Visitors Agreement form

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

(√)

I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.	
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 not allow unauthorised individuals to access email/internet/intranet/network, or other school/LA systems.	
I will not engage in any online activity that may compromise my professional responsibilities.	
I will only use the school approved email or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.	
I will not browse, download or send material that could be considered offensive to colleagues.	
I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Headteacher.	
I will not download any software or resources that can compromise the network, or are not adequately licensed. I will not download any software or hardware without consultation with the ICT technician.	
I will not connect a computer, laptop or other device (including USB flash drive), to the network/internet that does not have up-to-date anti-virus software, or without consulting the ICT technician first.	
I will not use personal digital cameras or camera devices (e.g. camera phones) for taking or transferring images of pupils or staff.	
I will use and update the school website in accordance with school/local authority advice.	
I will ensure that any private social networking sites/blogs etc. that I create or actively contribute to are not confused with my professional role.	
I agree and accept that any computer or electronic device loaned to me by the school is provided solely to support my professional responsibilities. I agree to log out such equipment using the correct format, in liaison with the ICT technician, and understand the equipment must be returned on time.	

I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using such data at any location.	
I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.	
I will embed e-safety into the ICT curriculum that I teach and will ensure that children have a good understanding of the e-safety information they have been taught (<i>teaching staff</i>).	
I will report any child e-safety concerns to the e-safety officer and Headteacher and will also log the information on the Safeguarding Concern Form. I will then follow advice for next steps from the e-safety officer and Headteacher (e.g. meeting with parents/carers to discuss concerns)	
I will not give out my personal details, such as mobile phone number or personal email address, to pupils or parents.	
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.	
Images of pupils and staff will only be taken, stored and used for professional purposes, in line with school policy and with consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher.	
I will only access my personal mobile phone during non-contact time, unless in mitigating circumstances cleared by the Headteacher, e.g. to contact the school during an educational visit. I will ensure my mobile phone is kept in cupboards or drawers and not available during class contact time. It will be kept on silent class contact time except in an emergency situation with the agreement of the Headteacher.	
I will report any accidental access to material which might be considered unacceptable immediately to the e-safety officer, ICT technician and Headteacher.	
I understand that computers have a password protected screensaver and that I should ensure that computers I use should be fully logged off or the screen locked before being left unattended.	
I understand that the school internet must only be used for school business.	
I understand that all internet and network usage can be logged and this information could be made available to my manager on request.	

User signature

- I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.
- I understand that I have the same obligation to protect school data when working on a computer outside school.
- I agree to abide by all the points above.
- I understand this forms part of the terms and conditions set out in my contract of employment.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: _____ **Date:** _____

Full Name: _____ (*printed*)

Job Title: _____