# The Abbey CE VA Primary School Staff, Governor and Visitor eSafety Acceptable Use Agreement and Code of Conduct

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 policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT.  All staff are expected to sign this policy and adhere at all times to its contents.  Any concerns or clarification should be discussed with the Headteacher.

➢ I will only use the school's email / Internet / Intranet / and any related technologies for professional purposes or for uses deemed acceptable by the Headteacher

➢ 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

➢ I will not give out my own personal details, such as mobile phone number, personal e-mail address or any other social media link to pupils

➢ I will only use the approved, secure e-mail system(s) for any school business

➢ I will ensure that personal data (such as data held on MIS 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 Headteacher. Personal or sensitive data taken off site must be encrypted, eg on a password secured laptop or memory stick

➢ I will not install any hardware or software without permission of the Headteacher

➢ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory

➢ Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy

➢ Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher

➢ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community

➢ 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 Headteacher.

➢ I will ensure that my online activity, both in school and outside school, will not bring the school, my professional role or that of others into disrepute

➢ I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies

**User Signature**
I agree to follow this code of conduct and to support the safe and secure use of ICT throughout Abbey School.

Signature …………………………………… Date ……………………

Full Name ……………………………………………………………………………..(printed)