

# Nelson Mandela Primary School

## Staff Acceptable Use IT Agreement



To ensure that all staff are fully aware of their professional responsibilities when using information systems, they are asked to sign the following document. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the Head.
- I understand that the school will monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school e-Safety team or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role and using only school email accounts.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.
- I will ensure that I monitor all pupil internet use and take responsibility for any misuse during my teaching time
- I will ensure my laptop & Ipad are covered by my insurance.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**I have read, understood and agree with the Information Systems Code of Conduct.**

Sign: ..... Name: ..... Date:.....