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**Acceptable Use Agreement: Staff, Governors and Visitors**  
**Staff, Governor and Visitor**

**Acceptable Use Agreement / Code of Conduct**

ICT (including data) and the related technologies such as email, 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 Head or e-safety coordinator.

- I will only use the school's email / Internet/ Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or 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 ensure that high levels of data-protection are adhered to at all times. This means locking computers whilst leaving the room.
- 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 email address, personal Twitter account, or any other social media link, to pupils
- I will only use the approved, secure email system(s) for any school business
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal or sensitive data taken off site must be encrypted, e.g. on an encrypted area of a laptop, encrypted memory stick or accessed via Google Drive.
- I will not install any hardware or software without permission from the head teacher/ e-safety coordinator.
- 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 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, member of staff or Headteacher
- I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its 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 e-safety coordinator or Headteacher
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, 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
- I will not use personal electronic devices (including smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room. If staff wear a SMART watch to work, call and messaging settings must be disabled whilst in the classroom.
- I understand this forms part of the terms and conditions set out in my contract of employment

**User Signature**

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

Full Name ..... (printed) Signature

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Job title ..... Date .....

## **Staff Professional Responsibilities**

A clear summary of professional responsibilities related to the use of ICT which has been endorsed by unions.

### **PROFESSIONAL RESPONSIBILITIES**

When using any form of ICT, including the Internet, in school and outside school

For your own protection unions advise that you:

Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies.

- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera. Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of pupils and / or staff for professional purposes, in accordance with school policy and with the knowledge of another member of staff.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring your organisation or professional role into disrepute. You have a duty to report any e-Safety incident which may impact on you, your professionalism or your organisation.