

### Acceptable Use Policy for Governors

I appreciate that ICT includes a wide range of systems, including mobile phones, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.

I will follow school policy on compliance with the *General Data Protection Regulations (GDPR)*.

I understand that I am responsible for all activity carried out under my username.

I will only use the approved, secure email system(s) for any school business.

When I access my school email on a smart phone/pc/laptop/tablet I will ensure wherever possible there is a reliable antivirus active.

I will ensure that all personal and sensitive data is kept secure and is used appropriately and as authorised by the Head teacher or *Governing Body*. If in doubt I will seek clarification. [This includes taking data off site.]

I will report immediately any accidental loss of personal or sensitive information so that appropriate action can be taken.

I will shred printed documents containing personal and sensitive data before disposal.

I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media/networking, gaming and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use of ICT and internet will not undermine my professional role as governor, and will be in accordance with the school AUP and the Law.

I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the Local Authority into disrepute.

I will respect copyright and intellectual property rights.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_