



Alderman Pounder Infant and Nursery School

Staff, Governor and Visitor Acceptable Use Policy

Document Owner: Head Teacher

Issue Date: Autumn 2018

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Review frequency: Annual

REVISION HISTORY

Version	Revision Date	Next review due	Summary of Changes (and author)
1.0	Autumn 2014	Autumn 2015	Agreed at C&P committee 06.10.14
1.1	Autumn 2015	Autumn 2016	No Change
1.2	Autumn 2016	Autumn 2017	Removal of reference to learning platform Agreed at C&P committee 03.10.16
1.3	Autumn 2017	Autumn 2018	Term 'e-safety' replaced with 'online safety' E-Safety coordinator removed
1.4	Autumn 2018	Autumn 2019	Updated school logo

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our working life in school. This policy is designed to ensure 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.

- I appreciate that ICT includes a wide range of systems and devices including mobile phones, PDAs, digital cameras, email, social networking and may include personal ICT devices when used for school business.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activities carried out under my user name.
- I will only use the school email, internet, intranet or any related technologies for professional purposes.
- I will ensure that personal data is kept secure and used appropriately, whether in school, taken out of school or used remotely when authorised by the Head Teacher or governing body.
- I will not install any hardware or software without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will respect copyright and intellectual property rights.
- Images of pupils and/or 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 permission.
- I will ensure that my online activity both in school and outside school will not bring my professional role into disrepute.
- I will ensure that all electronic communications with parents, pupils and staff are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will support the school's online safety policy and help pupils to be safe.
- I will report any incidents of concern regarding children's safety to the Child Protection Officer or the Head Teacher.
- I understand that sanctions for disregarding any of the above will be in line with the school's disciplinary procedures and serious infringements may be referred to the police.

User Signature

I agree to follow the agreement and support the safe use of ICT throughout the school

Full Name: _____

Job Title: _____

Signature _____ Date _____