

ACCEPTABLE USE AND ICT CODE OF CONDUCT

For Staff, Governors, Supply Teachers and Visitors

Reigate Parish Church School

Copy for Parents

ICT 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 E-safety coordinator.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also 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.
- Activity that threatens the integrity of the school IT systems or activity that attacks and corrupts other systems is forbidden.
- Images of pupils and/or staff will only be taken, stored and used on school camera and 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 without the permission of the parent/carers or Headteacher.
- I will only use the school's email / Internet / and any related technologies for professional purposes, or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- Internet activity should be appropriate to staff professional activity or the pupils' education. Members of staff may access the internet for personal use outside their directed hours, provided that no costs are incurred by the school and the guidelines outlined in this document are strictly adhered to.
- 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 the Headteacher.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Users are responsible for all email sent and for contacts made that may result in email being received.

- As emails can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Staff to pupil email communication must only take place via a school email address and should be solely for curriculum reasons.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Use of the network to access inappropriate material such as pornographic, racist or other offensive material is forbidden.
- I will ensure that personal data (such as data held on SIMS) 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 Head or Governing Body.
- Copyright of materials must be respected.
- Software must not be installed on a school computer which is not licensed for these machines.
- When using school software, the number of site licences agreed for a particular program will be checked. If there is a single user licence members of staff must not attempt to install the program on another PC.
- When downloading free programs from the Internet information should be recorded and placed with other computer records.
- When buying class software, independently of other budget holders, relevant subject leaders should be informed in order to avoid future resource duplication.
- If programs are borrowed from any outside source, on a temporary basis, for example to explore suitability, users must ensure that these are not installed on a machine and that disks are clearly labelled for all staff to see.
- When downloading free programs from the Internet information should be recorded and given to the ICT subject leader.
- I will support the school's E-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. I will promote E-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- I will report any incidents of concern regarding children's safety to the Child Protection Liaison Officer (CLPO) which is the Headteacher (Frances Davis) or the deputy CPLO which is Charlotte Jagtiani.

- I have a copy of the Child Protection and Whistleblowing Policy and know to report any inappropriate actions or comments made by another staff member to the Child Protection Liaison Officer.