

St. Aloysius Primary Federation



Acceptable User Policy

Date:	September 2020
Review Date:	September 2022
Adopted:	September 2020

ACCEPTABLE USER POLICY
e-safety for staff and governors

ICT and the related technologies such as e-mail, the Internet and mobile devices form part of our daily life within school. To ensure that all adults within the school setting are aware of their responsibilities when using any form of ICT all staff must sign an Acceptable Use Agreement and adhere to its content at all times. This is to ensure staff provide positive role models to pupils for the safe and responsible use of online technologies and also safeguard themselves from any potential allegations or inadvertent misuse.

- I know that I should only use the school equipment in an appropriate manner and for professional use in accordance with the e-Safety Policy
- I will not give out personal information (mobile phone number, personal e-mail address or social networking sites e.g. Facebook, Twitter, Whatsapp) to pupils or parents
- I will only use the approved, secure e-mail system (name@st-alloysius.co.uk) for any school business
- I know that I should complete virus checks on my laptop, memory stick/card and other portable devices so that I do not inadvertently transfer viruses onto the school network or other ICT equipment
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- I will ensure school data is stored securely and used appropriately in accordance with 2school and other relevant policies
- I will report any accidental misuse of school ICT, or accidental access to inappropriate material, to the ICT Subject Leader or Headteacher
- I will not connect any personal device (laptop, digital camera etc), to the school network without authorisation from the Headteacher
- I will respect copyright and intellectual property laws
- I understand that all my use of the Internet and other related technologies can be monitored and logged and made available to the Headteacher
- I will ensure that my online activity, both in and outside school, will not bring myself or the school into disrepute (this includes postings on social networking sites e.g. Facebook)

The school office will keep a copy of the signed acceptable statement from each member of staff. By signing the form you are stating that you have read, understood and agree to the code of conduct. You are also saying that you support the safe and secure use of ICT throughout the school. You may face disciplinary action if you fail to adhere to it.

Sign

Print Name

Date