

# Forest View Primary School

## Staff Acceptable Use of Technology and Internet Policy Agreement

- I have received (have access to a central copy held with all school policy documents) a copy of the school's ESafety/acceptable use policy.
- I will only use the school's e-mail / Internet / Network / Personal e-mail for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will only log onto the school Network / Internet using an assigned user account, set up by the school technician by prior request and will not log on with anyone else's individual details. (Group accounts for children should only be used when necessary to set or retrieve work.)
- I will log off from my account when it is not in use to prevent access by unauthorized pupils/staff.
- I will ensure that the pages of my personal social networking sites (facebook/Twitter etc) that I am a member of are of an appropriate nature and that the pages of any 'friends' that I am linked to are also appropriate. Staff have a professional responsibility to ensure personal information is kept private and any references to school are not communicated via social networking sites.
- I will ensure that I will only use Facebook to update the school site. I will not access my personal account at school.
- I will not engage in any on-line activity that may compromise my professional responsibilities. Staff must not agree to become 'friends' with any pupil currently at Forest View Primary School. Should they be asked, they should decline and then discuss the reasons why not with their class in circle time/PSHE.
- I will not allow unauthorized individuals to access Email / Internet / the Network. I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to inappropriate materials to a member of the e-safety team. I will not download any software or resources from the Internet that can compromise the network, or is not adequately licensed. Any downloads should be approved by the school technician.
- I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols.
- I will not connect a computer or laptop to the network / Internet that does not have up-to-date version of antivirus software.
- I will ensure I am aware of digital safe-guarding issues so they are appropriately embedded in my classroom practice.
- I understand that all Internet usage will be logged and this information could be made available to my Head Teacher on request.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I understand that failure to comply with the Usage Policy could lead to disciplinary action.
- Due to recent changes in remote learning and more proficient use of technology in your child's learning, parents should be aware that teachers and other school staff will only respond to contact from children or parents during school hours.

Signed \_\_\_\_\_

Date \_\_\_\_\_

