

Acceptable Use Agreement – ICT and e-Technology

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT and the related technologies such as mobile devices. Members of staff should consult with the School's network manager or e-Safety coordinator for further information and clarification.

Members of staff:

- Must only use the school's email, internet or other related technologies for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body. Individual employees' internet and other related technologies can be monitored and logged and can be made available, on request to their line manager or Headteacher.
- Must only use approved, secure email systems for any school business.
- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials immediately.
- Should not use school information systems or resources (e.g. cameras, laptops, tablets or memory devices) for personal purposes without specific permission from the Headteacher.
- Are not permitted to use personal portable media for storage of school related data/images (e.g. USB stick) without the express permission of the Headteacher.
- Should ensure that personal data (such as data held on an MIS) is kept secure and is used appropriately, whether in school, taken off school premises, or accessed remotely. Personal data can only be taken out of school when authorised by the Headteacher or Governing Body, and in line with the school's [e-Safety Policy](#).
- Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits. With the written consent of parents, the school permits the appropriate taking of images by staff and pupils with school equipment. It is the staff member's responsibility to establish whether such consent has been given. Children's names or other personal data should not be attached/associated with such images, and considerable caution should be shown in allowing photographs to be taken or videos made of children participating in events such as swimming or PE, even if the school and/or students are not identified. If in doubt, contact the parent(s) and obtain specific written consent that has the photograph/image you wish to use attached, and the context in which it will be used clearly explained.
- Should ensure that their use of social networking sites, such as Facebook, Twitter, and Instagram, does not question or bring their professional role into disrepute. See also STARMAT Social Media policy [HERE](#). Members of staff:
 - Are advised to consider, and set appropriately, their privacy settings on such sites.
 - Should consider the appropriateness of images and material posted.
 - Should not communicate with students, in relation to either school or non school business, via such online technologies. Members of staff should only communicate with students using the appropriate school learning platforms or other systems approved by the Headteacher.
- Are not permitted to contact or communicate with students, parents or conduct school business using personal email addresses or telephones, without specific permission from the Headteacher.
- Should not give out their own personal details, such as telephone/mobile number or email address, to students.
- Must ensure that all electronic communication with students and staff is compatible with their professional role.