



WALSH

M E M O R I A L

C.E. (Controlled)

I n f a n t S c h o o l

ICT ACCEPTABLE USE AGREEMENT

DATE FOR REVIEW: SEPTEMBER 2021



Walsh Memorial CE Infant School

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Staff, Governor and Visitor Acceptable Use of ICT and Related Technologies Agreement 2020

This agreement should be read in conjunction with the school's Online-Safety Policy.

ICT and the related technologies such as e-mail, the Internet and mobile devices are 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 agreement and adhere to its contents at all times. Any concerns or clarification should be discussed with the Headteacher.

- I understand that the term ICT refers to a wide variety of devices and media, including, but not limited to: PCs; laptops; tablets; mobile phones; PDAs; digital cameras; email accounts, Teams and other electronic communication methods.
- This policy encompasses use of personal ICT devices/accounts when used for appropriate business.
- School ICT equipment/accounts are for use only by myself in pursuit of appropriate business.
- I will not disclose any account or password details provided to me by the school or other related authorities.
- I will not install any hardware or software without the permission of a School Bursar.
- I will ensure that personal data such as names, addresses, dates of birth or academic attainment is kept secure and used only as appropriate at all times.
- Images of pupils and or staff will only be taken, stored and used in accordance with the schools Online -Safety and confidentiality policies.
- I understand that my use of the Internet and related technologies can be monitored on school premises and equipment. Recorded activity can be made available to my Headteacher if necessary.
- I will ensure that my online activity, both in and outside of school, will not bring my professional role or the school, into disrepute.
- I will respect copyright and intellectual property rights.
- I will ensure that electronic communications with pupils including email, instant messages and social networking are compatible with my professional role. Any such messages should be communicated in a way that would not be misunderstood or misinterpreted by a reasonable individual.
- I will support the schools Online -safety policy and help pupils to be safe and responsible in their use of the ICT and related technologies. I will promote Online-safety with pupils in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- The use of mobile phones during the teaching day is not permitted outside of the staffroom or offices by staff, visitors or helping parents.

User Signature

I agree to abide by this agreement and to support the safe use of ICT throughout the school.

Full Name:

Job Title:

Signed: **Date:**.....