



**STAFF, GOVERNOR & VOLUNTEER  
ICT ACCEPTABLE USE POLICY AGREEMENT**

**1 SCHOOL POLICY**

- 1.1 New technologies have become integral to the lives of adults, children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.
- 1.2 This Acceptable Use Policy is intended to ensure:
- That staff, Governors and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
  - That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
  - That staff are protected from potential risk in their use of ICT in their everyday work
- 1.3 The school will try to ensure that staff, Governors and volunteers will have good access to ICT to enhance their work, to enhance opportunities for students learning and will, in return, expect staff, Governors and volunteers to agree to be responsible users.
- 1.4 Further guidance and support for staff can be found on the RGS staff website [here](#), which includes a link to an external [site](#) aimed at staff working in schools.

**2 ACCEPTABLE USE POLICY AGREEMENT**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

**For my professional and personal safety:**

- I understand that the school will monitor my use of the school ICT systems, including Google Apps, email and other digital communications
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, Google Apps accounts, VLE, website etc) out of school
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person

**I will be professional in my communications and actions when using school ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured
- I will only communicate with students and parents/carers using official school systems. Any such communication will be professional in tone and manner

**The school and the Local Authority (LA) have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- When I use my personal hand held/external digital devices (PDAs/laptops/mobile phones/smartphones/USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I were using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-to-date anti-virus software where appropriate, and are free from viruses
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings without first checking with the IT Support Team Leader
- I will not disable or cause any damage to school equipment, or the equipment belonging to others
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Local Authority's (LA's) [IT Security Guidelines](#) (those unable to access the LA's intranet site should request a copy of the guidelines from the school) and the school's Data Protection & Personal Data Handling Policy
- I understand that data protection requires that any staff, Governor or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority
- I will immediately report any damage or faults involving equipment or software, however this may have happened

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos)

**I understand that I am responsible for my actions in and out of school:**

- I will not engage in any online activity that may compromise my professional responsibilities
- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the LA, and in the event of illegal activities, the involvement of the police

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Governor / Volunteer Name

Signed

Date

Agreed by Staff	Agreed by Pupils	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
19 NOV 2009	N/A	19 NOV 2009	3 YEARS	27 SEP 2012	25 MAR 2014		
Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed