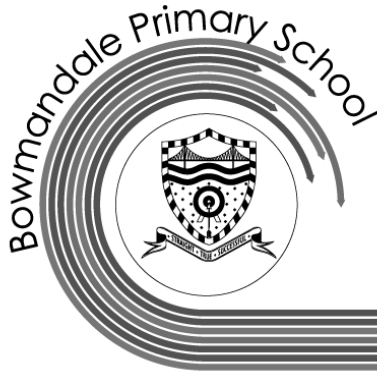




Straight... True... Successful

Computing Acceptable Use Agreement for Staff and Governors

Computing hardware and online technologies are an integral part of our daily life in and out of school. This agreement is designed to ensure that all staff and governors are aware of their individual responsibilities when using this technology. All staff members and governors are required to sign this agreement and adhere at all times to its contents. Any concerns or clarification should be discussed with the head teacher.

In signing this agreement you recognise and agree that you will:

1. Take responsibility for your own use of technology, making sure that you use technology safely, responsibly and legally and take personal responsibility for your awareness of the opportunities and risks posed by the use of technology.
2. Support and promote the school's online-safety policy in school and help children to be safe and responsible in their use of technology.
3. Not browse, download, upload or distribute material that is illegal or that could be considered offensive or discriminatory.
4. Not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form or be involved with any online activities that may bring the staff, children, governors or wider school community into disrepute.
5. Respect copyright and intellectual property rights.
6. Ensure that all electronic communications with children and other adults are appropriate and professional and made using only approved methods of communication.
7. Not use school equipment or Wi-Fi network for personal use during working hours (e.g. checking personal Email).
8. Agree that your network activities and online communications are monitored, including any personal and private communications made using school equipment or Wi-Fi network.
9. Take photographs and videos of pupils using school equipment only and always do so in line with school policy. Photos or videos of pupils must only be published on the website or app in line with school policy and with the written consent of the parent/carer. DO NOT use your mobile phone or other personal equipment as a camera in school.

10. Not use your mobile phone in school during directed hours/paid hours of employment unless on a residential/day trip or permission has been given in special circumstances.
11. Only save school documents on the server or your BLCT account, including when working from home. Memory sticks and portable hard drives MUST NOT be used to store sensitive or confidential information (i.e. any document that contains names or initials of pupils and/or staff).
12. Ensure that any personal data in your keeping is kept secure at all times and is used appropriately in accordance with current data protection legislation.
13. Keep your accounts secure. Log off websites and the network when leaving workstations unattended and change your network and BLCT password every 90 days.
14. Use only your own password to access the school network, BLCT email and other school websites and services. Any attempt to access, corrupt or destroy other users' data, or compromise the privacy of others in any way is unacceptable.
15. Respect the technical safeguards which are in place. Any attempt to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.
16. Agree that the use of school equipment outside school should not in any way interfere with the proper working of the equipment, or in your ability to perform your professional role, in school.
17. Not install any hardware or software on school systems without permission.
18. Promptly report lost, stolen or damaged equipment.
19. Return any school equipment loaned to you before finishing your employment or voluntary position at Bowmandale Primary School.
20. Report any misuses of technology or failings in technical safeguards which may become apparent when using the systems and services.

I have read and agree to follow this code of conduct and to support the safe use of technology throughout the school. I understand that if this agreement is not followed school sanctions will be applied and disciplinary action may be taken.

Name

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Signed

Date

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