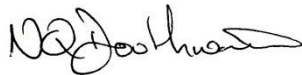




“I have come in order that you might have life – life in all its fullness.”
John 10:10

ICT Acceptable Use Policy

Policy accepted by FGB on:	9/6/2016
Next review:	Summer 2019
Signed (Chair of Governors):	
Statutory policy: Yes/No	On school website: Yes/No

ICT ACCEPTABLE USE POLICY

1. Introduction

This Acceptable Use Policy (AUP) reflects the school e-Safety Policy. The school will ensure that staff and volunteers will have quality access to ICT. We use ICT to enhance learning opportunities and will expect staff and volunteers to agree to be responsible users.

2. Scope of policy

This AUP applies to staff, governors and guests who have access to and are users of school ICT systems and to school-related use of ICT systems outside of school.

3. My responsibilities

I agree to:

- read and act in accordance with the school e-Safety Policy;
- report any suspected misuse or concerns about e-safety to the Headteacher;
- monitor ICT activity in lessons and extracurricular activities;
- model the safe use of ICT;
- make sure any comments I publish online reflect my professional position in school;
- refrain from publishing any information that:
 - may be offensive to colleagues;
 - may breach the integrity of the ethos of the school;
 - may bring the school into disrepute.

4. Education

- I understand that I play an important role in the e-safety education of pupils.
- I will respect copyright and educate the pupils to respect it too.

5. Training

- I understand that I will participate in e-safety training when necessary.
- I understand that it is my responsibility to request training if I identify gaps in my abilities.

6. Cyberbullying

- I understand that the school has a zero tolerance of bullying. In this context cyberbullying is seen as no different to other types of bullying.
- I understand that I should report any incidents of bullying to the Headteacher.

7. Technical infrastructure

I will not try to bypass any of the technical security measures that have been put in place by the school unless I have specific permission. This includes the firewall settings on the school network and the filtering system (unless using an official teacher proxy).

8. Use of digital images

I will follow the school's Digital Image Policy, making sure that:

- photos of pupils are only taken using a school digital camera, iPad or other school-owned device (and never using my personal mobile phone);
- photos will only be published by **school appointed staff**, on the school website or other official school social media platform (e.g. Facebook) if prior parental consent has been received from parents/carers;
- I will not use full names to identify people.

9. Communication

I will be professional in all my communication and actions when using school ICT systems.

10. Email

If I have a school email I will use it only for school-related matters.

11. Mobile phones

- I will keep my personal mobile phone in my locker during lesson times unless I have permission from the Headteacher.
- I will not use my personal mobile phone to contact students.
- When the school mobile phone is taken off-site, it will be your personal responsibility and you will ensure that it is returned to the school office.

12. iPads

- Members of staff must ensure that their iPads are security code protected.
- I understand that my iPad will only be used for appropriate school activities; on leaving employment I will ensure that my iPad is returned to its original factory settings.
- I understand that if my iPad is taken off-site, it is my responsibility for any loss or damage (iPads are insured through the SCC Insurance Scheme).

13. Use of teacher proxy (applicable to teaching staff only)

- I understand that I am allowed to use my teacher proxy to bypass the filtering system when deemed appropriate.
- If using a teacher proxy to view videos, I will ensure that **all** content that has been viewed and is deemed appropriate.
- If using the teacher proxy to view videos on YouTube, I will ensure that children will not view any advertising, as the content of this may be inappropriate.

I understand this AUP and agree to use the school ICT systems and my own devices in a responsible and professional manner. I understand that this relates to my activity while in school and when carrying out communications related to the school.

Staff/governor name: _____

Signed: _____

Date: _____