

Burchetts Green CE Infant School
Staff, Governor and Visitor
Information Technology (IT)
Acceptable Use Policy / Code of Conduct

Information Technology (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected 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 technology. This policy should be read in conjunction with the Recorded Images Policy. All staff are expected to sign this policy and adhere at all times to its contents.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will comply with the system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for school business.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of the Headteacher
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's Computing Policy and help pupils to be safe and responsible in their use of Information Technology.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of Information Technology throughout the school

Signed Dated

Full Name (printed)

Job title

This policy will be subject to review every three years by the Education Committee in the summer term, or more frequently in the light of changes in legislation.

This policy was approved at a meeting of the Education Committee on the 16th June 2021