

COLEHILL FIRST SCHOOL
STAFF IT ACCEPTABLE USE AGREEMENT

At Colehill First School we have an installed computer network with wireless capability.

As a member of Colehill First School staff, I hereby agree:

- To never share the school wireless network key with pupils or visitors to the school unless authorized to do so.
- To only use ICT in school for school-related purposes.
- To only access the internet at school via the school network and server, ensuring that no school-wide filtering is by-passed.
- To use only my school e-mail address whenever e-mailing on school business.
- To only open e-mail attachments from trusted sources.
- To maintain the confidentiality of ICT passwords by never leaving them open for pupils or visitors to access.
- To only delete my own unshared files, never those belonging to, or shared with, other staff members.
- To make sure that all digital communication is professional, responsible and polite, in line with the Staff Behaviour Code.
- To not deliberately look for, save or send any content that could be considered inappropriate or damaging, or could be misconstrued as such.
- To take responsibility to regularly virus-scan all portable storage devices from home before using them in school.
- Not to use personal devices including mobile telephones and personal tablets, during school hours in any of the following areas: classrooms, other shared areas of the school accessible to pupils i.e. corridors, library, group rooms etc, outside on the school site or off site on school business (unless in the event of an emergency telephone call).
- Only to take photographs on school devices (cameras, school i-pads etc) and never on personal devices.
- To abide by the agreed School / Trust social networking and e-safety policies at all times.
- When using social networking avoid posting comments regarding school life that could be misconstrued by third parties.
- To alert the e-safety champion, Mr S Rayner, without delay in the event that:
 - any of the above is evidently breached by a member of school staff
 - pupil-generated web searches, whether intentional or otherwise, result in inappropriate content, including explicit, extremist or copyright infringed content.

By signing this document, I confirm that I have read and understood the Trust-wide Safeguarding and Child Protection in Schools Policy and the Trust-wide ICT User Policy.

Name _____

Signed _____

Dated _____