Acceptable use of IT – September 26
(staff, governors, volunteers and visitors)

When using the school's IT systems and accessing the internet in school, or outside school on a work device (if applicable),

I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access **personal** social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers/leaders first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

- **I will** only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.
- **I agree** that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.
- **I will** take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.
- **I will** let the designated safeguarding lead (DSL) know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
- **I will** always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Name:

Date:

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.