



## Acceptable Usage Policy for Staff and Visitors

This policy should be read in conjunction with the E-Safety policy and the Staff Code of Conduct and applies to: Staff, support staff, governors, visitors, wider stakeholders with access and external contractors.

- I will only use school IT systems, external logins and email for school related purposes and limited personal use outside of teaching hours.
- I will not divulge any school related passwords and I will comply with school IT security procedures.
- I will make sure email and social media interactions with staff, parents, pupils and members of the public are responsible and in line with school policies and DfE guidelines.
- I will not give my home address, phone number, mobile number, personal social networking details or email address to pupils. I accept that pupils may find these details out, and that any contact should be logged and either not reciprocated unless approved by the head teacher, or replied to in line with school policies. I should be responsible and aware of my professional responsibilities and school policies if I supply any personal details to parents.
- I will use school email systems for school related communications. I will not use personal accounts for school business.
- I will ensure that personal data is stored securely and in line with the Data Protection Act. I will follow school policy with regard to external logins, encrypted data .
- I will not install software onto workstations or the network unless authorised by the Network Manager, IT support staff or ICT coordinator.
- I will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, defamatory or copyright infringing.
- Photographs of staff, pupils and any other members of the school community will not be used outside of the internal school IT network unless written permission has been granted by the subject of the photograph or their parent/guardian.
- I am aware that all network and internet activity is logged and monitored and that the logs are available to SLT in the event of allegations of misconduct.
- I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos, of pupils, parents or staff on social media or websites in any way which might bring the school into disrepute.
- I will make sure that my internet presence does not bring the teaching profession into disrepute and that I behave online in line with DfE guidelines.
- I will support the school's E-Safety policy and be a role model for positive and responsible behaviour on the school network and internet.

Printed name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Nobody else is quite like me!*

*Nobody else is quite like me!*