

# ICT Acceptable Use Agreement

## Acceptable use of the school's ICT systems and internet: agreement for staff, governors, volunteers and visitors.

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Intentionally 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 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 or the school office team 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
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- 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) and Business Manager 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.

## Staff Member / Governor / Volunteer / Visitor Declaration

<b>Full name (print):</b>	
<b>Signature:</b>	
<b>Date:</b>	