

RICHMOND METHODIST SCHOOL

Acceptable Use Agreement – ICT and E Technology

This agreement is designed to ensure that all visitors to school (including supply staff) are aware of their professional responsibilities when using any form of technology. Technology relates to ICT systems, hardware, software, internet, email, Learning Platforms, web2 technologies, mobile devices, cameras, laptops, Ipads and memory devices.

All visitors to school:

- Should only use the school's technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body. It is a criminal offence to use an ICT system for uses other than those permitted by its owner.
- Should only use approved, secure school email systems for any school business.
- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.
- Have a duty to protect their passwords and personal network and Learning Platform logins, and should log off the network and Learning Platform when leaving a workstation unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
- Should not install any software or hardware without permission from a technician or the ICT coordinator.
- Are not permitted to use personal portable media for storage of school related data/images (e.g. USB stick) without the express permission of the Headteacher.
- Should ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off school premises, or accessed remotely. Personal data can only be taken out of school when authorised by the Headteacher or Governing Body.
- Are not permitted to use personal digital equipment, such as cameras, mobile phones and other devices with recording capability, to record images of pupils, including when on external trips/visits. With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused.
- Should ensure that their use of web 2 technologies, including social networking sites, such as Facebook, Twitter, Myspace etc, does not question or bring their professional role into disrepute, and does not breach privileged information rules.

All visitors to school:

- Are advised to consider, and set appropriately, their privacy settings on such sites.
- Should consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.
- Should not communicate with pupils, in relation to either school or non school business, via web 2 technologies. Members of staff should only communicate with pupils using the appropriate LA/school learning platforms or other systems approved by the Headteacher.
- Are not permitted to contact or communicate with pupils, parents or conduct school business using personal email addresses or telephones, without specific permission from the Headteacher.
- Should not give out their own personal details, such as telephone/mobile number or email address, to pupils.
- Must ensure that all electronic communication with pupils and staff is compatible with their professional role.
- Must promote and model positive use of current and new technologies and e-safety. Members of staff can access information about e-safety from the North Yorkshire Primary ICT room and within the North Yorkshire Learning Platform and from the Learning Network. The e-safety coordinator can also provide information, resources and guidance.
- Must respect and comply with copyright and intellectual property rights.
- Have a responsibility to report any misuses of technology, including the unacceptable conduct of others, to the e-safety coordinator or Headteacher.