

Parayhouse School

Acceptable Use of Technology Code of Conduct

Introduction

ICT in its many forms - internet, email, mobile devices etc - are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at Parayhouse School are aware of the following responsibilities:

- All Staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff, Governors and visitors understand that it is a disciplinary offence to use the school's ICT equipment for any purpose not permitted by its owner.
- No staff, Governors or visitors will disclose any passwords provided to them by the school.
- All staff, Governors and visitors understand that they are responsible for all activity carried out under their username.
- All staff, Governors and visitors understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. If an E-safety incident should occur, staff will report it to the Senior or Deputy Designated Professional for Safeguarding as soon as possible.
- All staff, Governors and visitors will only use the school's email / internet / intranet etc and any related technologies for uses permitted by the Head or Governing Body. If anyone is unsure about an intended use, they should speak to the SenLT (senior leadership team) beforehand.

- All staff, Governors and visitors will ensure that data is kept secure and is used appropriately as authorised by the Head or Governing Body
- Personal devices must only be used in the context of school business . Photographs of students must never be saved or stored on personal devices.
- All staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, Governors and visitors will only use the approved email system for school business.
- Images will only be taken, stored and used for purposes within school unless there is parental permission for alternative use. At the start of each year, our parents are asked to sign if they agree to their children's images being used in our publications or in the local press. If a parent does not agree to this, we ensure that their child's photograph is not used.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Head or the Deputy Designated Professional in line with our school's Safeguarding Policy.

I acknowledge that I have received a copy of the Acceptable Use Code of Conduct

Full Name _____

Signature _____

Date _____