 **St John’s Church of England Primary School**

**Acceptable Use Agreement (staff, governors, volunteers and visitors)**

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| **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:*** 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 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 prior parental/carer consent.
* 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
* Use my mobile phone during the school day when in classrooms or working with children. Mobile phones should be kept out of sight. If you need to make a phone call, this can be done in the headteacher’s office or staff room
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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 Online Safety Officer 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.
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| **Print name:** **Signed (staff member/governor/volunteer/visitor):** | **Date:** |