



### Acceptable Use and GDPR Agreement: Staff

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT or managing data. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the head teacher.

- I will only use the school's IT systems any related technologies for professional purposes or for uses deemed acceptable by the Head teacher.
- I will comply with the ICT system security and not disclose any passwords
- I will ensure that all electronic communications with students and staff are appropriately and well written in line with my professional role
- I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to students
- I will only use the approved, secure e-mail system(s) for any school business
- I will ensure that personal data is kept secure (encrypted pen drive or pass worded laptop) and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head teacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of students and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the student (if over 13 years) parent, carer or staff member
- Images will not be distributed outside the school network
- I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community' to social media
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Head teacher
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
- I will support and promote the school's e-Safety and Data Security policies and help students to be safe and responsible in their use of ICT and related technologies
- I will not use personal electronic devices (including smart watches) in sight of students/carers/professionals between the hours of 9.30am and 3.00pm except for privately at break or lunch time.
- I understand that the use of Schoolpod must be limited to my school device on private, secured, networks.
- I must respect the school's clear desk policy, ensuring that no information is left out that might breach GDPR
- If I send an item by Royal Mail I should include a return to sender label and mark it private and confidential if it is.
- I should be careful not to include personal information in an email and then send to multiple addresses.
- I understand that information should only be deleted in line with the school's retention policy.

Signature ..... Date .....

Full Name .....(printed)

Job title .....