



Eaton Square School

C5b. Staff Acceptable Use Agreement – ICT September 2022

This agreement is for the whole School

Written by: Trish Watt	02.09.21
Reviewed: Trish Watt	02.09.22
Next review:	02.09.23

To ensure that staff are fully aware of their responsibilities with respect to ICT use, they are asked to sign this acceptable use agreement.

- I understand that the network is the property of the school and agree that my use must be compatible with my professional role.
- I understand that the school ICT systems may not be used for private purposes, without specific permission from a member of the SLT.
- I understand that personal mobile phones should not be used within school hours, without specific permission from a member of the SLT, except for essential use off site and in an emergency.
- I will not take photographs with my personal camera. This includes mobile phone cameras, which will not be used for taking photographs of any children and families within the setting. I will only take photographs within the setting with a school camera or school mobile phone/ipad.
- I understand and agree that the school may monitor my network, Internet and mobile technology use if an allegation has been made concerning the safety of a member of staff or pupil.
- I will respect the ICT system security and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will not install any software or hardware without permission from a member of the SLT.
- I will not disclose any password or login name to anyone, other than, where appropriate, the staff responsible for maintaining the system.
- I will take all reasonable precautions to secure data or equipment taken off the school premises.
- I will report any incidents of concern to the designated person for child protection.
- I will ensure that my electronic communications with parents and carers are compatible with my professional role and cannot be misinterpreted.
- I will promote e-safety with the children e.g. in the use of passwords, to start the development of a responsible attitude towards using technology.
- I will respect copyright and intellectual property rights.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes

unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Staff Acceptable Use Agreement- Digital Images

To ensure that staff are fully aware of their responsibilities with respect to use of digital images, they are asked to sign this acceptable use agreement.

Digital images refer to both still and moving digital photographs

- I understand that all photographs taken of children and their families associated with Eaton Square School, both in the center and outside on visits, are the property of ESS
- All digital images will be taken with ESS's cameras, ipads or mobile phones. I understand I may not use personal equipment to take digital images without specific permission from a member of the SLT
- All photographs should be stored within individual staff folders on the school's Z drive. Photographs stored on the Z drive will then be archived once they have been used at the end of the academic year
- Digital images needed for professional purposes by external companies may be used and stored on laptops and computers off the premises for a period of one year. After this time they should be responsible for deleting them. The photographs need to be free of any information that would enable identification and tracking of children e.g. adding children's names to photographs
- I understand and agree that the school may monitor my technology use to ensure the safe use of digital images of children and their families associated with ESS
- I agree to abide to the permissions parents give in the use of photographs and videos of their individual children and families
- I understand and agree that any photographs of children to be used in ESS training, promotional materials and on websites will not include the full names of the children
- I agree to only take responsible digital images of children e.g. children will be dressed appropriate

C5b Eaton Square School Acceptable Internet and Computer Use for Staff

Please ensure that:

- **You always log in and log out under your account only.**
- **You log out after every session.**
- **You only access your own files and ones you have been given permission to access.**
- **You understand that you must not bring software, or memory pens into school without first running a virus check.**
- **All memory pens or external hard drives must be encrypted.**
- **You do not download inappropriate materials from the Internet.**
- **You do not store illegal or inappropriate materials, including images, sounds and text on any school computer.**
- **When sending emails from your school account, you ensure the content will not embarrass the school and that it is written in an appropriate manner.**
- **You understand that you must never give out the home address or phone number of any staff member or pupil at the school in an email or over the Internet.**
- **You take caution when opening an email from someone you do not know. If there is an attachment, you do not open it.**
- **You do not use Internet chat facilities.**
- **You do not give permission for any pupil to access the Internet unless you are directly supervising them.**
- **If you see anything that you are unhappy with or if you receive messages you do not like, you will tell a member of the Senior Leadership Team immediately.**
- **You understand that the school may check your computer files and the Internet sites you visit.**
- **You understand that if you deliberately break these rules, you may face disciplinary action.**
- **You are familiar with the Computer Misuse Act 1990 and with the GDPR.**

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.