



## E-Safety Acceptable Use Agreement for Staff and Governors

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct.

### **I have read the e-safety policy and am in agreement with my designated responsibilities**

- I will only use the school's email / Internet / Intranet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not install any hardware or software without permission of the Network Manager.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will only use school equipment to take photos of pupils and/or staff; they will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher. All images of pupils and staff that have left the school will be deleted from the school system within two years.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- 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 my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand this forms part of the terms and conditions set out in my contract of employment.

*Additional points for continuity of education and communication during unprecedented times of prevention of school opening/attendance by pupils.*

### **When contacting families to keep in touch:**

- I will use the school phone system when possible, if not possible I will block the number of a personal phone. I will make a note of the call and any action points on the communication log on the school server. I will alert a senior member of staff to any concerns.
- I will contact pupils through the parent/carer's phone, unless this poses a safeguarding risk, ensuring that a parent/carer is with the pupil and record the call on the communication log on the school server.
- I will call within school hours where possible, or immediately after school.

- I will use my school email address to communicate with families, I can communicate with pupils through their JCS email address. I will log all emails and relevant actions on the communication log on the school server. I will raise any concerns with a senior member of staff.

**Using zoom, teams, skype or other virtual meeting system:**

- I will not communicate with families or pupils outside of school channels, e.g. using personal systems such as email addresses, Facebook or phone numbers
- I will only use school equipment to undertake such sessions.

*If the member of staff is at home:*

- I will sit against a neutral background, I will not be in my bedroom, I will be dressed appropriately as if at school.
- I will double check that no other tabs are available for pupils or families to see
- I will use professional language.
- I will book the meeting/session with families/school before hand and inform a member of the Senior Leadership Team.
- I will ensure that a responsible adult is with the pupil/s and inform them that they should be in an appropriate room and dressed.
- If I have any concerns, I will inform the family that I will be recording the sessions and pass onto a member.

*If the member of staff is at school:*

- I will inform parents/carers to be mindful that other children will be able to see or hear them and anything in the background; and that anything of concern will be reported to a senior member of staff.
- I will ensure that the sessions involving pupils joining a lesson are clearly planned in advance and senior members of staff are informed and approve the sessions.
- I will ensure that there is at least one more member of staff in the session for safety.
- I will double check that no other tabs are available for pupils or families to see
- I will use professional language.

**User Signature**

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

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

Full Name .....(printed) Job title .....

I take this opportunity to give Permission for the school to use images of myself appropriately in school publications and on the school website.

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