

## Digital Code of Conduct



ICT, digital and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This code of conduct is provided to ensure that all users are aware of their responsibilities when using any form of ICT provided by or directed by Norfolk County Council. All such users will be issued with this code of conduct. Any concerns or clarification should be discussed with the **Operations Manager, ICT teaching lead or Head Teacher**

All staff member understand that ICT includes a wide range of systems, including mobile phones, Personal Digital Assistances, digital cameras, laptops and tablets.

All staff members understand that it is a disciplinary offence to use the school ICT system and equipment for any purpose not permitted by its owner

- All staff members will not disclose any passwords provided to them by the school or other related authorities.
- All staff members understand that they are responsible for all activity carried out under their username.
- Staff members will not install any hardware or software on any school owned device without permission.
- All staff members understand that their permitted use of the Internet and other related technologies is monitored and logged and will be made available, on request, to their Line Manager or Head teacher in line with any disciplinary procedures. This relates to all school owned devices, including laptops provided by the school.
- All staff members will only use the school's email / Internet / Learning Platform and any related technologies for uses permitted by the Head or Governing Body.
- All staff members will ensure that all their school generated electronic communications are appropriate and compatible with their role.
- All staff members will ensure that all data is kept secure and is used appropriately as authorised by the Head teacher or Governing Body. If in doubt they will seek clarification. This includes taking data off site.
- Personal devices must not be used in the context of school business with explicit permission of the Headteacher. (with the exception of use as point of contact on school trips)
- All staff members using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff members will only use the approved email system(s) for any school business.
- Images will only be taken, stored and used for purposes in line with school policy.
- All staff members will comply with copyright and intellectual property rights.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Designated Safeguarding Lead in line with the school's Safeguarding Policy.
- In the use of Social Networking sites all staff members are instructed to keep professional and private communication separate and have a personal responsibility for their own online behaviour. All staff and governors are to follow the guidelines of the school Social Media Policy.
- Staff members may not use memory sticks for storage of any data.
- Staff members will follow all school policies in relation to GDPR including the reporting of data breaches.

**I acknowledge that I have received, read and understood the ICT Code of Conduct.**

**Full name:**.....(printed)

**Job title:**.....

**Signature:**.....

**Date:**.....

*Please ensure a copy of this signed document is returned to the employee*

