



Staff, Governor, Volunteer and Visitor 'ICT Code of Conduct' (October 2023)

This 'ICT Code of Conduct' has been created to ensure that Staff/Governors/Visitors understand their responsibilities and adhere to this policy when using school-owned digital devices and personal digital devices, whether on or off the school premises. Please read this document carefully, ensuring you understand what is expected, and sign below to show you agree to the terms outlined. Please ensure that you have read this in conjunction with the Online Safety Policy.

All Staff Governors Volunteers and Visitors:

- Understand that ICT includes a wide range of systems, platforms, internet and digital devices e.g. computer, desktop, phone, laptop, tablet, chrome book, digital camera etc.
- Understand it is a disciplinary offence to use the School ICT system and equipment for any purpose not permitted by its owner.
- Will ensure that any data of the School, Nursery, Staff, Governors, Pupils, Families, Volunteers, Visitors, Members of the School Community etc is stored in line with the GDPR on and off the school premises. They will ensure any data stored on digital devices is encrypted/password protected.
- Will only use School/Nursery issued equipment if one is needed. These are to be returned to the Computer room and recharged after use. The 'Public Drive' can be used for sharing information, documents etc.
- School-owned devices, where possible, when completing School/Nursery based work. However, personal devices may be used if needed outside of classroom time.
- Understand that school owned devices e.g. ipad, laptops, chromebooks etc, supplied by the school will only be used for their intended schoolwork use and in line with their role as an employee. The device is not be used for personal use or by anyone else.
- Understand that they are responsible for all activity carried out under their username, as everyone is provided with their own personal logins.
- Will not disclose any passwords provided to them by the School/Nursery or other related authorities.
- Will not disclose to anyone any passwords which they have to log on to websites, digital devices etc. Passwords should be strong and regularly updated.

- Are responsible for the digital devices they are working on. websites and software they are logged into etc. being locked or logged out of when they are not in use or are unattended etc.
- Are responsible for the safe storage of digital devices at School/Nursery and when taken offsite e.g. when at home laptop is stored out of sight in a cupboard for example.
- Immediately report any damage or loss of devices to School Business manager.
- Will only use the approved email system(s) for any school business which have been provided. This will normally be the @weins.co.uk email. All Staff, Governors and Visitors understand that all email accounts. usernames etc belong to the school.
- All Staff, Governors and Visitors will ensure that all their school generated electronic communications are appropriate and compatible.
- Will delete any chain letters, spam and other emails from unknown sources without opening them.
- Will not install or alter any hardware or software on any school owned device without the permission of the Head teacher. Staff will only use websites/apps that are GDPR-compliant and from reputable sources.
- Understand that their permitted use of the Internet, digital devices and other related technologies is monitored and logged and will be made available, on request, to their Line Manager or Headteacher in line with any disciplinary procedures. This relates to all school owned digital devices provided by the school.
- Will only use the school's email / Internet / Learning Platforms / Educational Websites / School work based Websites and any related technologies and devices for uses permitted by the Headteacher or Governing Body.
- Photographs/ Videos of Pupils will only be taken, stored and used for purposes in line with school Safe use of Images policy. These must be taken with a school-issued digital device. Photographs/ Videos will not be downloaded to personal devices or distributed outside the school network/learning platform without the consent of the subject or of the parent/carer, and the permission of the Headteacher.
- Will comply with copyright and intellectual property rights.
- Will report any incidents of concern regarding staff use of technology, digital devices, online behaviour, social media/social networking and/or children's safety to the Headteacher or DSL in line with the school's Safeguarding Policy and procedures.
- Understands that if they are representing the school online, e.g. through blogging or on school social media account, school website, Tapestry etc, they will express neutral opinions

and will not disclose any confidential information regarding the school, or any information that may affect its reputability.

- Ensure that any contact with parents/carers/pupils is done through authorised school contact channels.
- Understand that when a phone call is made to parents/carers it is done on a school phone. If this is not possible e.g. working remotely - then the number you are calling from must be withheld.
- Will not communicate with parents/carers about School related matters through personal social media/social networking accounts/sites or messenger services e.g. Facebook, Messenger, What's App, Text etc.
- Will ensure that mobile devices are either switched off or set to silent mode during school hours, and will only make/receive calls and use the device in specific areas, at designated times, away from pupils.
- All Staff should not use any social media during their school working hours, this includes break time. During your designated lunchtime appropriate use is permitted of social media.
 - Will not browse, download, upload or distribute any material that could be considered offensive, illegal, discriminatory, and confidential or that might bring the school into disrepute. This includes what you are posting, commenting on and liking on Facebook or other social media/social networking sites.
- Will ensure that the necessary privacy settings are applied to any social networking/social media sites. • All personal devices brought into school must be password protected.

Issued October 2023

I certify that I have read and understood this agreement and ensure that I will abide by the terms outlined

Full Name : _____(printed)

Position in School: _____

Signature:

Date :.....