Hope Learning Community

ICT USAGE AGREEMENT

Approved by trustees

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Template to be amended by each school.

Make available to all staff.

Approved by trustees May 18th 2023

Review May 2025

Acceptable Use Agreement

Introduction

Hope Learning Community promotes the positive use of technology and assists in developing pupil's knowledge and understanding of digital devices and the internet. We have a duty of care to safeguard pupils when using technology in our schools and college. This agreement is designed to ensure that all staff, governors, volunteers, visitors and contractors understand their professional responsibilities when using any form of ICT within Hope Learning Community and its schools and college.

Agreement

I understand my role and responsibility in using ICT (including data) and related technologies such as email, the internet and mobile devices at Hope Learning Community and its schools and college, as detailed below:

1. I will only use the school's/college's email/internet/intranet/learning platform and other related technologies for professional purposes or for uses deemed reasonable by the Headteacher or Governing Body.
2. I am aware that all network and internet activity is logged and monitored and can be made available, on request, to the Headteacher in the event of allegations of misconduct.
3. I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, parents or staff on social media or websites in any way which might bring the school/college into disrepute.
4. I will not browse, download or upload or distribute any material that could be considered offensive, illegal discriminatory or copyright infringing.
5. I will only use authorised <delete as appropriate: school social media accounts and*/or insert names of school/academy approved apps e.g.* Tapestry, Marvellous Me> to post information to parents and pupils.
6. I will only use the approved, secure email system(s) for any school/college business.
7. Photographs of staff, pupils and any other members of the school/college community will not be used outside of the internal school/college IT network unless written consent has been granted by the subject of the photograph or their parent/guardian.
8. I will not install software onto the school/college network unless I have received express permission from the Headteacher.
9. I will ensure that personal data is kept secure and is used appropriately, whether on school/college premises, taken off school/college premises or accessed remotely. Personal or sensitive data taken off site must be encrypted and will not be stored on any personal IT equipment.
10. I will not divulge any school/college related passwords and I will comply with school/college IT security procedures.
11. I will ensure that my mobile phone and any other personally owned device is switched off or switched to 'silent' mode when I have directed time with pupils. I will only make or receive calls in specific designated areas such as the staff room.
12. I will not give out my own personal details, such as mobile phone number, personal e-mail address and social networking identities to parents or pupils.
13. I will report any incidents of concern regarding pupil's safety to the school/college E-Safety Co-ordinator or the Designated Child Protection Officer.
14. I will support and promote the school's/college's E-Safety and Data Security policies and help pupils be safe and responsible in their use of ICT and related technologies.

Signature: _____ Date: _____

Print Name: _____

Role in School: _____

Signature of School
Representative: _____ Date: _____