

Sunnyside Academy
Staff, Governor, Student and Volunteer Acceptable Use Agreement / Code of Conduct

Digital technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. The policy is designed to ensure that all adults are aware of their professional responsibilities when using any form of communication technology. All staff, governors, students and volunteers are expected to sign this policy and adhere to its contents. Any concerns or the need for clarification should be discussed with line managers or the Headteacher.

- I will only use the school's e-mail / internet access / and related technologies for professional purposes or for uses deemed 'reasonable' by the school's governing body.
- I will comply with security protection and not disclose my passwords.
- I will ensure that all electronic communications with pupils, staff and parents/carers and other professionals are compatible with my professional role.
- I will not give out my personal details such as mobile phone number and personal e-mail address to pupils, parents/carers.

I have a duty to respect the technical safeguards which are in place. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services, is unacceptable

- I will only use the approved, secure e-mail systems for school business.
- I will ensure that personal data is kept secure and used appropriately.
- I will not install any hardware or software without prior permission.
- I will not browse, download, upload or distribute any material that could be considered illegal, offensive or discriminatory.
- I will not use technologies to bring the school or its members into disrepute
- I will not promote private businesses, unless that business is directly related to the school

Images of pupils and/ or staff will only be taken, stored securely 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.

I understand that 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 support the schools approach to digital safety and help pupils to be safe and responsible in its use, reporting any concerns to the DSL/safeguarding team.
- I will ensure my online activity at home takes into account my role and the confidentiality aspects associated with it.

I understand that this agreement forms part of the terms and conditions set out in my contract of employment.

User signature

I agree to follow this code of conduct and to support the safe use of technology throughout the school.

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

Full Name

Position.....