**Watford Grammar School for Girls**

**ACCEPTABLE USE AGREEMENT: STAFF**

**Staff, Acceptable Use Agreement / Code of Conduct**

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Stephen Cowling, school eSafety coordinator.

* I will only use the school’s email / Internet / Intranet / Learning Platform 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 abide by the school’s Information Security policy and play my role in ensuring its effective implementation.
* I will ensure that all electronic communications with students and staff are compatible with my professional role.
* I will not give out my own personal details, such as mobile phone number, social networking username, twitter account and personal email address, to students unless sanctioned by the Head. Nor will I use any of the above for personal communication with students unless sanction by the Head.
* I will only use the approved, secure email system(s) for any school business.
* I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. I will abide by, and promote, the school’s Data Protection Policy and ensure that the school’s obligations to manage data and information in line with the policy and our legal obligations are carried out within work for which I am responsible.
* Personal data taken offsite should only be done using an encrypted portal device.
* I will not install any hardware of software without permission of the Network Manager or eSafety Co-ordinator
* I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
* Images of students and/ or staff will only be taken, stored and used for professional purposes in line with school policy and in line with consents given by pupils/parents in particular.
* 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 Head.
* I will respect copyright and intellectual property rights.
* I will not bring into school any illegal content, including pirated songs, movies, software, offensive material and will not try and share or distribute it further.
* I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute. This will include for example, posts on social networking sites, video and photo publishing and sharing sites.
* I will support and promote the school’s e-Safety policy and help students to be safe and responsible in their use of ICT and related technologies.

**User Signature**

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

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed)

Job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Data Protection Notice*

*Thank you for agreeing to follow this code of conduct and for doing your bit to support the safe use of ICT throughout the school. Your consent to this – or your declining to give consent – will be recorded by the school and this record will be retained for as long as you are employed by the school and for a short time afterwards.*

*Your attention is drawn to the school’s Data Protection Policy, Information Security Policy, and Privacy Notices (in particular the Privacy Notice for Employees) which govern how the school manages data. If you have any questions about Data Protection please contact the school’s Data Protection Officer.*