



Nether Kellet Community Primary School
Bridge Road, Nether Kellet, Carnforth, LA6 1HH
Tel: 01524 733778 - www.netherkellet.lancs.sch.uk

Acceptable Use of ICT Policy Agreement - Staff and Volunteers

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communication tools are powerful tools which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to aid their work and enhance learning opportunities for pupils. In return, staff and volunteers are required to agree to be responsible users of ICT.

Acceptable Use Policy Agreement

I understand that I must use the school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology in a safe way. I will teach the pupils in my care about the safe use of such technology and monitor their use of it, embedding online safety in my work with all pupils.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.

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- I understand that the rules set out in this agreement also apply to the use of these technologies outside of school and to the transfer of personal data out of school.
- I understand that the school digital technology systems are primarily intended for educational use and I will only use them for my own personal or recreational use within the policies of the school.
- I will not disclose my password to anyone else nor will I try to use anyone else's username or password. I understand that I shouldn't write my password down.
- I will immediately report any illegal, harmful, inappropriate material or incident I become aware of to the relevant person.
- I will not open hyperlinks or attachments to emails unless the source is known and trusted.

I will be professional in my communications and actions when using school's ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files without their express permission.
- I will communicate with others in a professional manner and will not use inappropriate or aggressive language and I appreciate others may have differing opinions.
- I understand that when I take or publish images of other people that I do so with their express permission. I will not use personal equipment to record these images unless I have permission to do so. When these images are published it will not be possible to identify by name or glean any other personal information for those people featured.
- I will only communicate with parents/carers/ pupils using official school systems. Any communication will be professional in tone and manner. I will not engage in any online activity that may compromise my professional responsibilities.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- I will ensure that I do not download or distribute copyright-protected work where this is not permitted.

I understand that I am responsible for my actions in and out of school:

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- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to school) within these guidelines.

Staff/ volunteer name

Signed

Date

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