



Our vision is to be stronger together, transforming lives and  
creating memories which are celebrated for a lifetime

## **ICT CODE OF CONDUCT**

### **Staff, Governors and Visitors**

ICT and the related technologies such as email, the internet and mobile devices are an expected part of daily working life in schools. 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 the IT Manager.

- I appreciate that ICT includes a wide range of systems, including mobile phones, tablets, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for MAT/school business.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will comply with the ICT system security and not disclose any passwords provided to me by the MAT/school or other related authorities.
- If I have reason to believe my password is no longer secure I will change it immediately. I will inform the [network manager] as soon as possible so that any access with my old password can be monitored and appropriate action taken.
- I understand that I am responsible for all activity carried out under my username and I will not allow students to use any staff IT equipment i.e. laptop, memory stick.
- I will only use the school's email / internet / network/ VLE and any related technologies for professional purposes, or for uses deemed 'reasonable' by the CEO, Principal/Head Teacher or Local Governing Body.
- I will only use the approved, secure email system for any MAT/school business.
- I will ensure that personal data (such as data held on CMIS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the CEO, Principal/Head teacher or Local Governing Body.
- I will ensure that all memory sticks or other methods of electronical storage which are used to transfer school information are encrypted.
- If I use removable media I will ensure that this has been carefully checked to ensure it is free from any type of virus.

- I will follow the guidance provided by ICT support staff to ensure the anti-virus protection on my computer is kept up-to-date.
- I will not install any hardware or software without the permission of IT Support.
- I will only open email attachments when I am sure that they come from a recognised and reputable source. I will bring any other attachments to the attention of the network manager/headteacher/ designated colleague as appropriate.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I understand that all my use of the internet and other related technologies may be monitored and logged and can be made available, on request, to my Line Manager, CEO or Principal/Head Teacher.
- I will respect copyright and intellectual property rights.
- Images of students and/or staff will only be taken, stored 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/VLE without the permission of the parent/carers, member of staff, CEO or Principal/Head teacher.
- I will not use a photo taking device of my own, such as a digital camera or mobile phone to take pictures of students at school.
- I will not store MAT/school information on my home computer, laptop or other device for any longer than is necessary.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role or the MAT schools into disrepute.
- I understand that social networks place information in the public domain and that any online activity I carry out, may become public knowledge.
- I will ensure that all electronic communications with parents, students and staff, including email, IM and social networking, are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will support the school's e-safety policy and help students to be safe and responsible in their use of ICT and related technologies. I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- I will report any incidents of concern regarding children's safety to the school e-safety Coordinator, the Child Protection Liaison Officer, CEO or Principal/Head teacher.
- I understand that if an incident is considered to be a breach under the Data Protection Act or the General Data Protection Regulation (GDPR) this may require investigation by the Information Commissioner's Office and heavy financial or other sanctions could apply to the school.

- I understand that sanctions for disregarding any of the above will be in line with the MAT/school's disciplinary procedures and serious infringements may be referred to the police.
- I understand that any incidents of cyber bullying will lead to potential termination of contract.

**User Signature**

I agree to follow the ICT code of conduct and to support the safe use of ICT throughout the MAT.

Full Name..... (printed)

Job title.....

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