

Staff Code of Conduct for ICT Schools

To ensure that members of staff are fully aware of their professional responsibilities when using information and communication systems equipment staff are asked to sign this code of conduct. Members of staff must read and understand the school's e-safety policy prior to signing.

- I understand that the school ICT equipment and systems are the property of the school whether used on or off the premises.
- I understand that it is a disciplinary offence to use any school ICT system or equipment for a purpose not permitted by its owner. Headteacher will provide clarification.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDA's, digital cameras; email and social networking.
- I understand that mobile phones may not be brought into the classroom and that I must not use them to take photographs of children.
- ICT use may also include personal ICT devices with the permission of the Headteacher if used for school business.
- I understand that school information systems and equipment may not be used for private purposes without permission from the Headteacher.
- I understand that my use of school information systems, Internet and email is monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose or share any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding the inappropriate use of ICT systems or equipment to the ICT Coordinator, e-safety coordinator, the Designated Child Protection Coordinator or Headteacher.
- I will ensure that all electronic communications that I make are compatible with my professional role.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Staff Code of Conduct for ICT.

Signed: Print Name:

Date:

Accepted for school: Signed (Headteacher)

Print Name: