

WATFORD GRAMMAR SCHOOL FOR BOYS



ACCEPTABLE USE AGREEMENT: STAFF

Headmaster's signature

4/10/18

A handwritten signature in black ink, appearing to be 'J. A. ...', written over a horizontal line.

Chair of Governors' signature

4/10/18

A handwritten signature in black ink that reads 'Stephen A. Nokes' in a cursive style, written over a horizontal line.

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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 be aware of this policy and adhere to its contents. Any concerns or clarification should be discussed with Geoff Curwen school eSafety coordinator.

- Staff 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.
- Staff will ensure that they have appropriate security on any personal digital devices when they are used to access school related personal information.
- Staff will comply with the ICT system security and not disclose any passwords provided to them by the school or other related authorities.
- Staff will ensure that all electronic communications with students and staff are compatible with their professional role.
- Staff will not give out their own personal details, such as mobile phone number, social networking details, twitter account and personal email address, to students unless sanctioned by the Headmaster. Nor will any be used for personal communication with students unless sanctioned by the Headmaster.
- Staff will only use the approved, secure email system(s) for any school business.
- Staff 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. Personal data taken offsite should only be done using an encrypted portal device.
- Staff will not install any hardware or software without permission of the Network Manager or eSafety Co-ordinator
- Staff 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 inline with school policy.
- Staff understand that when using school computers, the Internet and other related technologies they they can be monitored and logs of use can be made available, on request, to Line Managers or the Headmaster. The request will only be made if there is suspicion of unprofessional conduct.
- Staff will respect copyright and intellectual property rights.
- Staff 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.
- Staff will ensure that their online activity, both in school and outside school, will not bring their professional role into disrepute. This will include for example, posts on social networking sites, video and photo publishing and sharing sites.
- Staff will support and promote the school's e-Safety and data protection policies/ guidance and help students to be safe and responsible in their use of ICT and related technologies.

