

Appendix 2

Use of ICT

- *I know that I should only use the school equipment in an appropriate manner and for professional uses.*
- *I know that images should not be inappropriate or reveal any personal information of children and young people if uploading to the Internet.*
- *I will report accidental misuse.*
- *I will report any incidents of concern for children's or young people's safety to the Headteacher or other DSLs in accordance with procedures listed in the Acceptable Use Policy.*
- *I know that I am putting myself at risk of misinterpretation and allegation should I contact children and young people via personal technologies.*
- *I know that I should only use the school E-mail and phones to communicate with pupils, parents and colleagues.*
- *I know that I should not be using the school system for personal use.*
- *I know that I should complete virus checks on my laptop and memory stick or other devices so that I do not inadvertently transfer viruses, especially where I have downloaded resources.*
- *I will only install hardware and software on school equipment I have been given permission for.*
- *I will ensure that I follow the Data Protection Act 1998 and have checked I know what this involves.*
- *I will ensure that I keep my password secure and not disclose any security information unless to appropriate personnel. If I feel someone inappropriate requests my password I will check with the e-Safety Leader.*
- *I have been given a copy of the Acceptable Use Policy to refer to about all e-safety issues and procedures that I should follow.*
- *I will adhere to copyright and intellectual property rights.*
- *I know that photographs and videos must be taken using school equipment. Staff must only save images on school computers or Google drive.*
- *I know that mobile phones should not be used to capture images. However, in unexpected circumstances a teacher or member of staff may use their phone to capture exceptional images, if this happens the teacher or member of staff must inform the HT or DHT . The image should then be uploaded onto school equipment and must be deleted from the phone as soon as possible.*
- *I know that staff who are in contact with pupils should not use their mobile phones in school during their contact time with pupils. Mobile phones should only be used in areas of the school where pupils are not present.*
- *I know that staff must not use social media e.g. Facebook with pupils or former pupils. (See Internet Safety Policy).*
- *I know that staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.*

I have read, understood and agree with these Rules as I know that by following them I have a better understanding of e-Safety and my responsibilities to safeguard children and young people when using on-line technologies.

Signed.....Date.....

Name (printed).....