

# St. Peter's Centre

## Medical Short Stay School



### Acceptable Use Policy / ICT Code of Conduct

Reviewed: Sept 2024

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 sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the head teacher.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras; email, social networking and that ICT use may also include pupil personal ICT devices when used for 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 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 school as soon as possible.
- I understand that I am responsible for all activity carried out under my username and email address and I will not give others access
- I will only use the school's email / internet / intranet and any related equipment for professional purposes, or for uses deemed 'reasonable' by the Headteacher or Management Committee and not give out my personal details.
- I will only use the approved, secure email system(s) for any school business.
- I 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 can only be taken out of school or accessed remotely when authorised by the Headteacher or Management Committee.
- I will not install any hardware or software without the permission of the Head teacher.
- 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 can be monitored and logged and can be made available, on request, to the Head.
- I am aware that as I use school-owned devices, in line with Keeping Children Safe in Education, my internet and device usage, including websites visited and words/phrases typed, will be monitored through the Senso.cloud platform.
- I will respect copyright and intellectual property rights.
- I will report any concerns about filtering and monitoring to the DSL as a safeguarding concern.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes and with written consent of the pupil/advocate and parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Head.

This means that staff should:

- only retain images when there is a clear and agreed purpose for doing so
- store images in an appropriate secure place in the school
- be able to justify images of pupils in their possession

This means that staff should not:

- take images of pupils for their own personal use
- display or distribute images of pupils unless they are sure they have consent
- take images of pupils using personal equipment
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will ensure that all electronic communications with parents, pupils and staff, including email are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I understand that social networking with families, currently or previously, at St. Peter's Centre is not allowed.
- I will support the school's online safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. I will promote online safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

This means that staff should:

- abide by the school's acceptable use and online policies
- ensure that pupils cannot be exposed to indecent or inappropriate images
- ensure that any films or material shown to pupils are age appropriate
- I will report any incidents of concern regarding children's safety to the Headteacher.
- I understand that sanctions for disregarding any of the above will be in line with the school's disciplinary procedures and serious infringements may be referred to the police.

### **User Signature**

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

Full Name..... (Printed)

Job title.....

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