Code of Conduct for the Safe Use of School Internet and ICT Systems

YSGOL GYFUN GŴYR



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Introduction

Today, new technologies have become an integral part of the lives of children and young people, and this includes their lives outside the school. This technology can stimulate discussion, promote creativity and make teaching more effective. It can also provide staff with opportunities to make learning more attractive and to manage data more efficiently. However, the school is aware of the fact that misuse of these systems can open both the school and the user up to potential legal liability. The school will endeavour to ensure that both staff and volunteers have good access to ICT in order to improve their work and the learning opportunities available to pupils in their care. The school expects staff and volunteers to agree to be responsible ICT users.

The Acceptable Use Policy intends to ensure that:

- both staff and volunteers are responsible users, and can safely access the internet and other communication technologies for educational, personal and leisure purposes;
- the school's ICT systems and users are protected from accidental or intentional misuse that could compromise the safety of the systems as well as users;
- staff are protected from the potential risks involved with using ICT in their everyday work.

To protect my own professional and personal safety, I understand:

- that the school can monitor my use of the ICT systems, e-mail and other digital means of communication;
- that the rules outlined in this agreement also refer to the use of school ICT systems (e.g. laptops, e-mail, HWB) outside the school, as well as technology owned by pupils and staff but taken into school (such as laptops, mobile phones, camera phones, PDAs and mobile media players).

Staff, Governors and Visitors
Acceptable Use Agreement/Code of Conduct

- I shall only use the school's e-mail/internet/intranet/learning portal system and any connected technology for professional purposes or for purposes considered 'reasonable' by the Headteacher or Governing Body.

- I shall conform to the ICT system safety measures and will refrain from disclosing any passwords provided to me by the school or other authorities.

- I shall ensure that all electronic communication with pupils and staff is appropriate to my professional role.

- I shall not share my personal details, such as mobile number and personal e-mail address, with pupils.

- I shall only use the approved secure e-mail system/s for any school business.

- I shall ensure that personal data (such as the data on the MIS software) is kept securely and used appropriately, whether at school, when taken off school premises or used from any other location. Personal data can be taken from the school or used from another location only when expressly authorised by the Headteacher or Governing Body. Personal or sensitive data taken off the premises must be encrypted.

- I shall not install any hardware or software without the permission of Mr Gareth Edmondson, Head of School Digital Systems.

- I shall not browse, download, upload nor distribute any material that could be considered offensive, unlawful, defamatory or discriminatory.

- Images of pupils and/or staff should be taken, stored and used only for professional purposes, according to school policy, and with the express written permission of the parent, carer or member of staff. Images should not be distributed outside the school network without the express permission of the parent/carer, member of staff or headteacher.

- I understand that my use of the internet and other linked technology could be monitored and could be provided on request to my Line Manager or the Headteacher.

- I shall respect copyright laws and intellectual property rights.

- I shall ensure that my online activity, both at school and outside the school, will not bring my professional role into disrepute.

- I shall support and promote the school's data protection and e-safety policies and help pupils to be safe and responsible in their use of ICT and linked technology.

User Signature

I agree to abide by the code of conduct and support safe use of ICT throughout the school.

Signed …… **Dated** ……

Full name…….....(printed)

Job title . . . . . .
Passwords

- Use your own personal passwords to access services on computers.
- Ensure that you input your own personal passwords each time you log in. Do not include any passwords in any automatic log-in procedures.
- Change your password whenever there is a possibility that the system or password could have been compromised.
- Do not write down your passwords or encryption keys on paper nor store them in an unsecured file.
- Do not disclose your personal password to anyone other than ICT support staff when absolutely necessary. Ensure that all personal passwords developed are changed when no longer necessary.
- Ensure that you do not leave workstations unattended after you log in.

Remote access

- You are responsible for all activity via your remote access facility.
- Please use only equipment with an adequate level of security for remote access.
- To prevent unauthorised access to school systems, please do not reveal your username and password to anyone.
- Choose passwords that are difficult to guess e.g. do not use your house number or telephone number and do not choose consecutive numbers or repeated numbers.
- Do not write down or record any information about the use of the network. Any such information that is recorded must be kept in a safe place and hidden so that nobody else will be able to understand what it is.
- Safeguard the school's information and data at all times, including any printed materials produced using the remote access facility. Take extra precautions when accessing from a location outside the school.

Storing/Transmitting Personal, Sensitive or Confidential Information using Mobile Devices

- Ensure that mobile devices with integral encryption systems are purchased.
- Store all mobile devices safely.
- Safely dispose of any mobile devices that could contain personal data.
- Encrypt all files containing personal, sensitive or confidential data.
- Ensure that the hard drives of any equipment no longer in use are removed, safely stored or erased.

Safe Use of Images

(For advice, please see **School Guidelines on the Safe Use of Images.**

(http://www.learn-ict.org.uk/intsafety/index.asp)

School ICT Equipment, including Portable and Mobile ICT Equipment and Mobile Devices

School ICT Equipment

- As an ICT user, you are responsible for all activities undertaken on school ICT equipment provided for your use.
- Please ensure that all ICT equipment used are kept securely.
- Your data must be saved to the school's network drive regularly. You are responsible for keeping back-up copies and for retrieving any data that is not on the school's network drive.
- Personal or sensitive data should not be stored on the local drives of personal workstation computers. If necessary, then the local drive must be encrypted.
- Private ICT equipment must not be used on the school network.
- If you resign or move to another position, you should return all ICT equipment to your manager. You would also have to provide details of all your accounts on the system for them to be disabled.
- It is your responsibility to ensure that any information accessed from your own computer or mobile device is kept securely, and that personal, sensitive or confidential information is not disclosed to any unauthorised person.

Mobile Technology

New items of technology provide new opportunities for learning and teaching, including a shift towards personalised learning and personal ownership of devices amongst children and young people. Children are also familiar with many current mobile technology devices such as mobile media players, gaming devices and mobile and smart phones, outside the school. New technology is researched with regard to educational well-being and the risks are assessed before permitting its use at school. Our school chooses to manage the use of these devices in the following ways, so that users can take appropriate advantage of them.

Personal Mobile Devices (including phones)

- The school allows staff to bring in their own mobile phones and devices for their own use. The school does not allow members of staff to contact a pupil or parent/carer using their own personal device, under any circumstances.
- The technology can be used for educational purposes, however, with the Headteacher's express agreement. The school is not responsible for the loss, damage or theft of any personal mobile device.
- The school does not allow the sending of inappropriate text messages between any members of the school community.
- Permission must be sought before any images or sound recordings of any members of the school community are recorded on these devices.
- Users bringing personal devices to school must ensure that the device does not contain any

inappropriate or unlawful material.

Mobile Devices Provided by the School (including phones)

- The school does not allow the sending of inappropriate text messages between any members of the school community.
- Permission must be sought before any images or sound recordings of any members of the school community are recorded on these devices.
- When the school provides mobile technology such as phones, laptops or PDAs for visits and excursions away from the premises, only these devices should be used.
- When the school provides a laptop for staff, it is only this device that should be used for school business outside the school.

Staff Guidelines on the Use of Social Networks and Blogs

Social networking sites (e.g. Facebook, MySpace etc.) and blogging sites (e.g. WordPress, Twitter etc.) are an integral part of the lives of many young people and adults. However, adults working with children should review their use of social networks as they accept professional responsibilities. Once information such as photographs and blogs are published online, it is almost impossible to control them. Some adults have been 'caught' leaving comments about their workplace or colleagues. You are strongly advised not to refer to your school life at all on these sites, and not to bring your employer into disrepute in any other way.

(Reviewed: 2026)