

St Matthew's Bloxam C of E Primary School



Online safety Agreement Form For School Staff and Governors

June 2023

To ensure that staff are fully aware of their responsibilities with respect to ICT use, they are asked to sign this acceptable use agreement.

- I understand that the network is the property of the school and agree that my use of this network must be compatible with my professional role.
- I understand that use for personal financial gain, gambling, political purposes or advertising is not permitted.
- I understand and agree that the school may monitor my network and Internet use to ensure policy compliance.
- I will respect ICT system security and understand that it is a criminal offence to use a computer for a purpose not permitted its owner.
- I will not install any software or hardware without permission.
- I will not disclose any password or login name to anyone, other than, where appropriate, the staff responsible for maintaining the system.
- I will take all reasonable precautions to secure data or equipment taken off the school premises.
- I will report any incidents of concern to the school's Designated Child Protection Coordinator or Online safety Coordinator as appropriate.
- I will ensure that my electronic communications with pupils are compatible with my professional role and cannot be misinterpreted.
- I will promote Online safety with the students that I work with and will help them to develop a responsible attitude to ICT use.
- I will respect copyright and intellectual property rights.
- I will follow a professional and responsible attitude if using a Social Networking Website like Facebook.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Signed: Capitals:

Accepted for School: Capitals:

Date: