

## **Acceptable Use Policy for School Staff**

I confirm that I have read and understood the **Electronic Communications Guidance for Staff** and that I will use all means of electronic communication equipment provided to me by John Whitgift Academy and any personal devices which I use for academy activity in accordance with the document.

### **In particular:**

- Any content I post online (including outside of academy time) or send in an email will be professional and responsible and maintain the reputation of John Whitgift Academy.
- To protect my own privacy I will use John Whitgift Academy's email address and telephone numbers as contact details for pupils and their parents.
- If I use instant messaging, chat rooms, webcams or forums for communicating with pupils or parents it will only be after consultation with my line manager and the e-safety coordinator.
- I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager
- I will not use my personal mobile phone or other electronic equipment to photograph or video pupils
- I will take all reasonable steps to ensure the safety and security of John Whitgift academy's ICT equipment which I take off site and will remove anything of a personal nature before it is returned to the academy
- I will take all reasonable steps to ensure that my laptop and memory devices are fully virus protected and that protection is kept up to date
- I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded

I understand that information is both valuable and has to be kept secure and will implement the guidelines below:

### **In particular:**

- Confidential academy information, pupil information or data which I use will only be stored on my laptop which is encrypted or protected with a complex password.

10/07/2012

- I understand that I have the same obligation to protect academy data when working on a computer outside of the academy
- I will report immediately any accidental loss of confidential information so that appropriate action can be taken

I understand that the academy may monitor or check my use of ICT equipment and electronic communications.

I understand that by not following these rules I may be subject to the Academy's disciplinary procedures.

Name.....

Signed.....

Date.....