

Acceptable Use Policy for temporary or supply staff and visitors to school

As a visitor to John Whitgift Academy I recognize that it is my responsibility to follow the academy's E-Safety procedures and that I have a responsibility to ask for advice if I am not sure of a procedure.

I confirm that I will use all electronic communication equipment provided by John Whitgift Academy, and any personal devices which I bring into in the academy, in a responsible manner and in accordance with the following guidelines:

- I will only use the academy network for the purpose I have been given access, related to the work I am completing in the academy.
- I will not use a personal computer I have brought into John Whitgift Academy for any activity which might be in conflict with my presence in the academy.
- I will not use my personal mobile phone or other electronic equipment to photograph or video pupils.
- I will not publish photographs or videos of pupils without the knowledge and agreement of John Whitgift Academy or the pupils concerned
- I will not give my personal contact details such as email address, mobile phone number, Instant Messenger account details to any pupil or parent in the school. Contact will always be through the academy's approved route. I will not arrange to Video Conference or use a web camera with pupils unless specific permission is given
- I will take all reasonable steps to ensure the safety and security of the academy's ICT equipment, including ensuring that any personal devices or memory devices I use are fully virus protected and that protection is kept up to date
- 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 report any accidental access to material which might be considered unacceptable immediately to academy office.
- If I have access to any confidential academy information, pupil information or data it will only be removed from the academy site with permission and if so, it will be carried on a device which is encrypted or protected with a strong password

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- I will report immediately any accidental loss of confidential information to the academy office so immediate action can be taken.
- I understand that I have a duty of care to ensure that students in John Whitgift Academy use all forms of electronic equipment and devices safely and should report any inappropriate usage to a senior member of staff
- I will not publish or share any information I have obtained whilst working in John Whitgift Academy on any personal website, blog, social networking site or through any other means, unless I have permission from the academy.

I understand that John Whitgift 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 disciplinary procedures.

Name.....

Signed.....

Subject/s.....

Date.....