The policy aims to ensure that any communications technology is used without creating unnecessary risk to users whilst supporting learning.

I agree that I will:

● only use, move and share personal data securely

● respect the school network security

● implement the school’s policy on the use of technology and digital literacy including the skills of knowledge location, retrieval and evaluation, the recognition of bias, unreliability and validity of sources

● respect the copyright and intellectual property rights of others

● only use approved email accounts

● only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified on a public-facing site.

● only give permission to pupils to communicate online with trusted users.

●use the ICT facilities sensibly, professionally, lawfully, consistent with my duties and with respect for pupils and colleagues.

● not use or share my personal (home) accounts/data (eg Facebook, email, eBay etc.) with pupils

● set strong passwords which I will not share and will change regularly (a strong password is one which uses a combination of letters, numbers and other permitted signs).

● report unsuitable content and/or ICT misuse to the named e-Safety officer

● promote any supplied E-safety guidance appropriately

➢ I know that anything I share online may be monitored.

➢ I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend. I agree that I will not:

● visit internet sites, make, post, download, upload or pass on material, remarks, proposals or comments that contain or relate to: - inappropriate images - promoting discrimination of any kind - promoting violence or bullying - promoting racial or religious hatred - promoting illegal acts - breach any Local Authority/School policies, e.g. gambling

● do anything which exposes others to danger

● post any other information which may be offensive to others

● forward chain letters breach copyright law

● use personal digital recording equipment including cameras, phones or other devices for taking/transferring images of pupils or staff without permission

● store images or other files off-site without permission from the head teacher or their delegated representative I will ensure that any private social networking sites, blogs, etc. that I create or actively contribute to, do not compromise my professional role. I understand that data protection policy requires me to keep any information I see regarding staff or pupils which is held within the school’s management information system private, secure and confidential. The only exceptions are when there is a safeguarding issue or I am required by law to disclose such information to an appropriate authority. I accept that my use of the school ICT facilities may be monitored and the outcomes of the monitoring may be used.

Signed:……………………………………………….. Date:……………………………………..