

ICT Code of Conduct The Clare School

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This Code of Conduct is provided to ensure that all users are aware of their responsibilities when using any form of ICT provided by or directed by Norfolk County Council. All such users will be issued with this code of conduct. Any concerns or clarification should be discussed with **Helen Stanger, Rebecca Wicks, or Luke Power**

- All staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops, computers and tablets.
- All staff understand that it is a disciplinary offence to use the school ICT system and equipment for any purpose not permitted by its owner.
- Staff, governors and visitors will not disclose any passwords provided to them by the school or other related authorities.
- All staff, governors and visitors understand that they are responsible for all activity carried out under their username.
- Staff, Governors and visitors will not install any hardware or software on any school owned device without prior permission.
- Staff will install software updates on laptops, desktops, tablets when required to do so by the ICT Manager
- Staff, Governors and visitors will not install operating system upgrades without prior permission from the ICT Manager. Installing the latest OS or IOS may cause network issues or file compatibility issues.
- Staff, Governors and visitors will not deliberately install harmful software on school devices such as viruses, trojan horses or keyloggers or on to the schools' network.
- All staff, Governors and visitors understand that their permitted use of the Internet and other related technologies is monitored and logged and will be made available, on request, to their Line Manager or Headteacher in line with any disciplinary procedures. This relates to all school owned devices, including laptops provided by the school.

- Personal web browsing is permitted during non-teaching time as long as it does not contravene the schools' Internet Usage, Social Media, Code of Conduct and Cyberbullying Policies and Procedures.
- Staff, Governors and visitors will only use the school's email/Internet/Intranet/Learning Platform and any related technologies for uses permitted by the Head or Governing Body.
- Staff, Governors and visitors will ensure that all their school generated electronic communications are appropriate and compatible with their role.
- Staff, Governors and visitors will ensure that all data is kept secure and is used appropriately as authorised by the Headteacher or Governing Body. If in doubt they will seek clarification. This includes taking data off site.
- Mobile phones need to be in bags in classrooms or lockers. Phones should not be carried around in pockets in the classroom, bathroom or swimming pool. Any exception to this rule should be discussed with the Headteacher or a member of the SLT
- Personal devices must only be used in the context of school business with explicit permission of the Headteacher.
- Staff, Governors and visitors are not permitted to use their own mobile phones to take or record any images of school children for any reason during the school day unless they have the express permission of the Headteacher.
- Staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Staff are not permitted to use school provided email accounts to disseminate mass-scale junk mail or unsolicited emails (such as spamming, phishing) or chain emails (including hoaxes).
- Images will only be taken, stored and used for purposes in line with school policy. Images will not be distributed outside the school network/learning platform without the consent of the subject or of the parent/carer, and the permission of the Headteacher.
- All staff, Governors and visitors will comply with copyright and intellectual property rights.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Designated Safeguarding Lead or Headteacher in line with the school's Safeguarding Policy.

- Staff, Governors and visitors will only use the schools printing facilities (photocopiers, laser printers) for school related printing and not personal printing or reproduction.
- Staff, Governors and visitors will not deactivate any location tracking on devices designed to protect and locate school property.
- Staff, Governors and visitors will not remove any software designed to protect school devices from unwanted tampering or remove any identifying marks placed on school devices that identify ownership.
- Staff who have been provided with devices, either classroom based computers or mobile devices (iPad, laptops), will regularly backup their data onto the shared network drive or cloud storage in order to prevent loss of data.
- Staff, Governors and visitors are not to store personal data on the schools' network, such as videos, photos, or audio files. Or files that could be considered offensive, illegal or discriminatory.
- Staff, Governors and visitors will not use school email accounts to purchase applications, videos, audio files or rent videos.
- Staff who wish to take school owned iPads off site, must sign a loan agreement held by the ICT Manager.
- Staff and Governors must not leave the ICT resources provided unattended and should take adequate security precautions to prevent their theft. In the event of theft, the staff member must inform Business Manager or Headteacher immediately.
- Staff, Governors and visitors will not use devices to record (video or audio) other staff, Governors, visitors or pupils, without their express permission or permission from parents or carers.

I acknowledge that I have received a copy of the ICT Code of Conduct. I have read it and understood it. I agree to comply with The Clare School ICT Code of Conduct.

Full name:.....(printed)

Job title:.....

Signature:.....**Date:**.....