

Pathways School

ICT Acceptable Use Agreement

This agreement confirms that you have read, understood, and agree to the Staff Code of Conduct, E -Safety and other associated policies related to ICT use in Pathways School.

1. All my internet activity will be appropriate to my professional work and/or the students' education
2. I will not disclose my username or password to anyone else.
3. I will not use another person's username and password.
4. I will immediately report any illegal, inappropriate, or harmful material or incident, I become aware of, to the appropriate person.
5. I understand Pathways can monitor and has full access rights to all my digital information and may use such externally if there is a legitimate requirement.
6. I will only use social networking sites in school in accordance with the school's social media policy contained in the Staff Code of Conduct.
7. I will not engage in any on-line of activity that may compromise my professional responsibilities.
8. I will not try to upload, download, or access any materials which are illegal or inappropriate.
9. When I use my mobile devices in school, I will follow the rules set out in the Staff Code of Conduct.
10. I will not use my personal equipment to record images unless I have permission to do so.
11. I will not cause physical or electronic damage to Pathways School's equipment or network.
12. I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities.
13. I understand students must be always supervised by a member of staff when accessing the internet.
14. Internet Access should only be made via Pathways School's filtered network.
15. Activity that threatens the integrity of the ICT system, or activity that attacks or corrupts other systems is forbidden.
16. I will not open any hyperlinks in emails or any attachments, unless the source is known and trusted.

17. I will only communicate with students and parents/carers using official school systems. Any such communication will be professional in tone and manner.

18. I understand that the data protection policy requires that any staff or student data to which I have access, will be kept private and confidential.

19. I understand confidential and sensitive information should be encrypted if sent via email.

20. Email use may be monitored if there is any suspicion that the facility is being abused and personal confidential mail should not be sent or received via the school system.

21. I will exercise extreme caution when sending emails to any destination to ensure the correct recipient and should confidential information be emailed to the wrong recipient; I will report it immediately.

22. I understand that Pathways School may be held legally responsible for any email that breaches copyright, if defamatory, racially, or sexually abusive or obscene; posting anonymous messages and forwarding chain letters is forbidden.

23. Copyright of materials must be respected.

I understand that if I fail to comply with this acceptable use agreement and associated policies, I could be subject to disciplinary action.

Full name:

Signed:

Date: