



## ACCEPTABLE USER POLICY

<b>Version</b>	<b>1.5</b>
<b>Name of policy writer</b>	<b>Euan Burton-Smith</b>
<b>Last updated</b>	<b>September 2024</b>
<b>Review Date</b>	<b>September 2025</b>

### Record of Alterations

Version 1.0	Original
Version 1.1	Alterations
Version 1.2	Alterations
Version 1.3	None
Version 1.4	Alterations
Version 1.5	None

Approved by Chris Sellers

September 2024





I confirm that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with the school Online Safety Policy document. In particular:

- Any content I post online (including outside school time) or send in an email will be professional and responsible and maintain the reputation of the school and will adhere to the Social Media Policy.
- To protect my own privacy I will use a school email address and school telephone numbers as contact details for pupils and their parents.
- All staff are permitted to have their mobile phones about their person apart from in certain areas of the school which are designated mobile phone/camera free areas e.g. toilet and cloakroom areas. I understand there is a clear expectation that all personal use of mobile phones is limited to tea or lunch breaks unless other than in agreed exceptional circumstances, agreed by the DSL or Head Teacher.
- I agree that my personal mobile phone will not be used be kept during lessons except in an emergency situation with the agreement of the DSL or Head Teacher.
- I will not use my personal mobile phone or other personal electronic equipment to photograph or video pupils.
- I will take all reasonable steps to ensure the safety and security of school ICT equipment which I take off site and will endeavour to remove anything of a personal nature before it is returned to school
- I will report any accidental access to material which might be considered unacceptable immediately to the Online Safety coordinator and ensure it is recorded in the Online Safety incident log.
- I understand that I have the same obligation to protect school data when working on a computer outside school
- I will report immediately any loss of confidential information so that appropriate action can be taken

I understand that the school 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 School's disciplinary procedures.

Name.....

Signed.....

Date.....