



Coney Hill Community Primary School
Acceptable Use Agreement:
Staff, Governors and Regular Visitors
Agreement / Code of Conduct (September 2023)

IT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of IT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the schools eSafety lead.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteachers or Governing Body.
- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities, all devices using personnel and/or pupil data must be encrypted.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils except those for whom I am a parent/carer.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteachers or Governing Body.
- I will not install any hardware or software without permission of the Computing Subject Leader.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images should only be taken on school devices. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I will ensure that my online activity (including my use of social media), both in school and outside school, will not bring my professional role, or the school, into disrepute. I will not use social media to discuss school matters which may be in conflict IT with my position.
- I will not use my mobile phone or smart watch in view of the children unless specific permission has been agreed due to exceptional circumstances. For further guidance, please refer to Mobile Phone Policy and the E-Safety policy.
- I will ensure my Bluetooth is disabled when in school.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of IT and related technologies.
- I will ensure that any guidance in the current KCSiE (Keeping Children Safe in Education) is followed with regard to Online Safety and I understand our filtering and monitoring processes on school devices and school networks to keep pupils safe online
- I understand that it is my responsibility to report any Online safety incidences to the Headteacher (DSL) immediately.



Acceptable Use Agreement

I agree to follow this code of conduct (September 2023) and to support the safe use of IT throughout the school.

Full Name(printed) Job title

Signature Date



**Coney Hill Community Primary
School
Staff Proxy Internet Unfiltered
Service Agreement**

**“You must not leave your browser session open when your computer/ laptop is left either
unattended or unlocked “**

South West Grid for Learning (SWGfL)

The aim of this agreement is to ensure that the Internet is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk.

The SWGfL encourages users to make effective use of the Internet. Such use should always be lawful and appropriate. It should not compromise the SWGfL's information and computer systems.

The agreement applies to all staff at Coney Hill Community Primary School who use the Staff Proxy Unfiltered Service to assess sites such as You Tube, Facebook, Twitter and any linked sites.

Use of Internet facilities

For the purposes of this agreement, Internet usage means any device with a connection to the Internet via Web browsing, email or newsgroups (public discussion groups) or other software.

Staff Proxy

Unfiltered proxy service is to allow access to certain sites (in which parts may be deemed safe for use as teaching resources but may still not be safe for pupil access) which would normally be blocked. However, this now requires a username and password to access the service which is linked to your computer login and no one else should be given access to your computer login. Passwords are issued on a per user basis and Staff need to keep this password safe and not share with anyone else.

In order to use the Staff Proxy service, you must agree and abide to the Acceptable Use Policy above, and the following conditions in this agreement;

- All internet usage will be logged against your username and that you are subject to the above Acceptable Use Agreement terms and conditions.
- Any inappropriate web access/misuse of this service may cause your access to be revoked and action taken against you.

You must not leave your browser session open when your computer/ laptop is left either unattended or unlocked as unauthorised users (ie. Pupils or Parents may get brief access to this service which would count as misuse and may also cause this service to be revoked from you and or the school.

Therefore you must either close your session of Internet Explorer, or if not you must lock your computer before leaving it unattended.

SWGFL - Monitoring and Access

If inappropriate material is accessed accidentally, staff should immediately report this to the



Headteacher Danielle Brayshaw, who will then report to SWGfL, so that this can be taken into account in monitoring.

SWGfL acknowledges that in certain planned curricular activities, access to otherwise deemed inappropriate sites may be beneficial for educational use (for example investigating racial issues).

Any such access should be pre-planned and recorded so that it can be justified if required.

SWGfL will monitor and audit the use of the Internet to see whether users are complying with the agreement. Any potential misuse identified by the SWGfL will be reported to the school.

On evidence provided by the SWGfL, a member of staff may be disciplined by their employer.

At the same time, if a user's conduct and/or action(s) are illegal, the member of staff may become personally liable in some circumstances.

User Agreement

I agree to follow the Staff Proxy Internet Unfiltered Service Agreement and

I agree not to leave my browser session open when my computer/ laptop is left either unattended or unlocked.

User Full Name(printed)

Job title.....

User Signature Date