



GOVERNOR ICT ACCEPTABLE USE AGREEMENT

The use of Information and Communication technologies (ICT - and personal data) such as email, the Internet, and mobile digital devices may all be an expected part of school governance. This Agreement is designed to ensure that all Governors are aware of their responsibilities when using any form of ICT as it relates to their role in this school. It applies to any ICT used in school accessed via the school network, the use of school owned devices and equipment out of school and the use of personal equipment in school or in situations related to school governance. All Governors (where they are using technology in relation to their role) are expected to sign this Agreement and always adhere to its contents. Any concerns or clarification should be discussed with **Clair Brown** (Online Safety Coordinator) or **Alex Moore** (Head teacher).

This Acceptable Use Agreement is intended to ensure that:

- Governors are responsible users and stay safe while using technologies for educational, personal, and recreational use;
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- Governors are protected from potential risk from the use of ICT.

School networked resources are intended for educational purposes and may only be used for legal activities consistent with the rules of the school. If you make a comment about the school you must state that it is an expression of your own personal view. Any use of the network that would bring the name of the school into disrepute is not permitted.

All users are required to follow the conditions laid down in the Agreement. Any breach of these conditions may lead to withdrawal of the user's access, monitoring and/or retrospective investigation of the user's use of the services, and in some instances could lead to criminal prosecution.

Personal Responsibility

- ★ Users are responsible for their behaviour and communications.
- ★ Governors are expected to use the resources for the purposes for which they are made available.
- ★ It is the responsibility of the user to take all reasonable steps to ensure compliance with the conditions set out in this Agreement, and to ensure that unacceptable use does not occur.
- ★ Users will accept personal responsibility for reporting any misuse of the network to the Head teacher/Chair of Governors.

Keeping Safe

- ★ I will not reveal any personal information (e.g., home address, telephone number, social networking details) of other users to any unauthorised person.
- ★ I will not give out my own personal details, such as mobile phone number, personal email address, personal social media account, or any other social media link, to pupils.
- ★ I will only use my own usernames and passwords which I will choose carefully so they cannot be guessed easily. I will also change the passwords on a regular basis and always where I think someone may have learned my password.
- ★ I will not use any other person's username and password or, where they are known, pass the details to any other individual.
- ★ I will not attempt to access other users' files or folders.
- ★ I will ensure that I 'log off' after my network session has finished.
- ★ If I find an unattended computer or other digital device logged on under another user's username, I will **not** continue using the device – I will 'log off' immediately.
- ★ I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the Police or other authorities may be called to investigate such use.
- ★ I will report any accidental access, receipt of inappropriate materials or filtering breaches/unsuitable websites to the Head teacher as soon as I become aware of the access/receipt.
- ★ I will not accept invitations from pupils to add me as a friend to their social networking sites, nor will I invite them to be friends on mine. Any invitations of this type will be discussed with the Head teacher.
- ★ As damage to professional reputations can inadvertently be caused by quite innocent postings or images, I will also be careful with who has access to my pages through friends and friends of friends, especially with those connected with my responsibilities as a Governor at the school, such as parents and their children.
- ★ I will ensure that any private social networking sites/blogs etc. that I create, or actively contribute to:

- Do not reveal confidential information about the way the school operates.
- Are not confused with my school responsibilities in any way.

Promoting Safe Use by Learners

- ★ I will support and promote the school’s Online Safety and Data Security Policies and procedures and help pupils be safe and responsible in their use of the Internet and related technologies.

Communication

- ★ I will not create, transmit, display, or publish any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person or bring the school into disrepute.
- ★ I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- ★ I will not use language that could be calculated to incite hatred against any ethnic, religious or minority group.
- ★ I am aware that email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the Head teacher. Anonymous messages are not permitted.
- ★ I will not send or publish material that violates the Data Protection Act or breaches the security this Act requires for personal data, including data held in Scholarpack
- ★ I will not receive, send, or publish material that violates copyright law. This includes materials sent/received using Video Conferencing or Web Broadcasting.
- ★ I will ensure that any personal data (where the Data Protection Act applies) that is sent over the Internet (or taken off-site in any other way) will be encrypted.

Sharing

- ★ I will not use personal digital cameras/camera phones/other digital devices for creating or transferring images of children or young people without the express permission of the school leadership team.

General Equipment Use

- ★ I will not use the network in any way that would disrupt the use of the network by others.
- ★ I will not use ‘USB drives’, portable hard-drives, tablets or personal laptops on the network without having them ‘approved’ by the school and checked for viruses.
- ★ I will not download any unapproved software, system utilities or resources from the Internet that might compromise the network or are not adequately licensed.
- ★ I will not attempt to harm or destroy any equipment or data of another user or network connected to the school system.
- ★ I understand that I must comply with the Acceptable Use Agreement of any other network which is accessed via the school network.

Users of the school network are expected to inform the Head teacher/Network Manager immediately if a security problem is identified and should not demonstrate this problem to other users. Files held on the school’s network will be regularly checked and monitored. Users identified as a security risk will be denied access to the network.

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St James’ Cof E Infant and Nursery School Governor Acceptable Use Agreement

As a school user of the network resources, I agree to follow the school rules (set out above) on its use. I will use the network in a responsible way and observe all the restrictions explained in the school Online Safety Policy and procedures and Acceptable Use Agreement. If I am in any doubt, I will consult the Head teacher.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that Governors under reasonable suspicion of misuse in terms of access or content may be placed under retrospective investigation or have their usage monitored.

Governor Name:			
Signed		Date:	