

# Holt Primary School

## ICT Code of Conduct for Staff, Governors and Visitors



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 Tom Gleeson.

- All staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops 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.  
(Teaching Staff  
<http://www.schoolspeoplenet.norfolk.gov.uk/Teaching-Staff/Working-in-a-Norfolk-School/Resolving-Issues/Disciplinary/index.htm>  
Support Staff  
<http://www.schoolspeoplenet.norfolk.gov.uk/Support-Staff/Working-in-a-Norfolk-school/Resolving-Issues/Disciplinary/index.htm> )
- All 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 the permission of Tom Gleeson.
- 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 the Head teacher in line with any disciplinary procedures. This relates to all school owned devices, including laptops provided by the school.
- All 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.

- All staff, Governors and visitors will ensure that all their school generated electronic communications are appropriate and compatible with their role.
- All staff, Governors and visitors will ensure that all data is kept secure and is used appropriately as authorized by the Head teacher or Governing Body. If in doubt they will seek clarification. This includes taking data off site.
- Personal devices must only be used in the context of school business with explicit permission of the Headteacher.
- All staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, Governors and visitors will only use the approved email system(s) for any school business
- 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 Head teacher.
- 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 Senior Designated Professional or Head teacher in line with the school's Safeguarding Policy.

**I acknowledge that I have received a copy of the ICT Code of Conduct.**

**Full name:**.....(printed)

**Job title:**.....

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