

**HAZEL OAK SCHOOL - Staff, Governor and Visitor
Acceptable Use of ICT Agreement 2025-26**

This agreement applies to all online use and to anything that may be downloaded or printed. All adults within the school must be aware of their safeguarding responsibilities when using any online technologies, such as the internet, e-mail or social networking sites. They are asked to sign this Acceptable Use Agreement so that they set an example to children and young people for the safe and responsible use of online technologies. This will educate, inform and protect adults so that they feel safeguarded from any potential allegations or inadvertent misuse themselves. The e-safety co-ordinator is the Head teacher, Andy Simms. His use is monitored by Kara Robinson, Deputy Headteacher.

Emails

- I will only use the school's email, Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head Teacher or Governing Body.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role and adhere to all policy and practice expectations.
- I will not give out my own personal details, such as mobile phone numbers and personal email addresses to pupils and I will not communicate with pupils by these means, including the use of any social media platforms.
- I will only use the approved, secure email system for any school business.

Use of Internet and IT equipment

- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that any password used is suitably secure – no-one should use the password 'password'.
- I will not log other users onto the school system using my own details, as this is a breach of policy.
- Images of pupils will only be taken, stored and used for professional purposes in line with school policy, using school equipment only, and with written consent of the parent/carer in advance. Images of staff should only be used with permission of the individual. Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Head Teacher.
- I understand that all use of the Internet and other related technologies can be monitored and logged using the 'Light Speed Rocket' system on the school's computer system. The Head Teacher will receive regular reports regarding internet use and will follow up any concerns with individual staff.
- The use of personal devices, such as mobile phones, on the school's guest WiFi is also monitored.
- I will not install any hardware or software without permission from the Head Teacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- When using the internet with pupils during learning activities, I will ensure that the content is appropriate to the age and ability of the pupils and does not contain any content which could be considered to be offensive or inappropriate. I will review this prior to sharing in a teaching forum.
- If I access inappropriate content by accident, I will report this as a matter of urgency to the Head Teacher.
- I understand that I can use iPads and laptops during **non-lesson time and out of school** to access non-educational material, but I will uphold the principles of safe and legal internet use at all times.
- I will not make use of social networking sites using school devices and will ensure I follow the staff Code of Conduct.
- I will ensure that my school iPad is passcode-protected and is not lent to pupils or other staff unless this is required within my direct class team as a teaching assistant. Teachers will not share their iPads.

E-safety

- I will support and promote the school's e-Safety policy and social media policy and help pupils learn to be safe and responsible in their use of ICT, related technologies and social networking, modelling appropriate use in and out of school.
- I will support pupils in learning how to stay safe on the internet, recognise cyber-bullying, grooming and encourage them to report incidents and keep safe from harm.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- If I discover inappropriate/illegal sites, or inappropriate/illegal use by an adult or pupil, the device should be isolated and the Head Teacher notified as a matter of urgency, who will then contact the police.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will not add pupils/students as 'friends' on any social networking sites, or link in any way and will report any concerns to the Head Teacher.
- I will not post any comments on social networking sites which are likely to bring my professional reputation, or the school's reputation into disrepute.
- The school believes it is far safer for staff not to accept either school children or ex-pupils as 'friends'. If I make an exception to this guidance I will refer directly to the Head teacher to inform my decision. e.g. young person is also a family member.
- I will ensure that I complete regular e-safety training as required.

Personal ICT Devices

- I will not use any personal ICT devices, including mobile phones, cameras, watches or any other recordable device to communicate with pupils, take photographs or videos.
- I will keep my personal devices locked away from pupils in learning spaces and will not use them for any activity when around pupils.

Data Protection

- I will ensure that personal data (such as data held on SIMS or My Concern, EHCPs) 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 Head Teacher or Governing Body.
- I will respect copyright and intellectual property rights.
- I will follow the school guidelines on ‘How to keep data secure’ at all times.
- I will not use flash drives or USB devices to store or transfer data. All such data must be stored and shared via secure emails and the OneDrive or Apple Cloud systems only, as approved by the school.
- I understand all downloaded data must be password protected (Mac Books and iPads must have passcodes and these must not be sequential digits such as 1234)

I will raise all concerns or breaches of this agreement with the Head Teacher at the earliest opportunity, treating all use of ICT as a strict safeguarding and data protection concern. In the absence of the Head Teacher I will report directly to Trish Baker, Deputy Head, or to the Chair of Governors, Andy Sharp.

I understand how this relates to both my activities within school and my contracted role, as well as the expectations beyond school, as covered in the SMBC Employee Code of Conduct.

User Signature

If receiving this agreement via Reach, the form within the message must be completed and submitted to confirm that you understand and agree to the terms of this agreement. This is accepted as your digital signature.

Governors and volunteers must read this document in paper form and manually sign and return the full document to the Head Teacher. A copy can be shared if required.

I have read, understood and agree to follow the **Acceptable Use of ICT Agreement, 2025/2026**. I recognise that by adhering to the **Agreement** I have a better understanding of e-Safety and my responsibilities to safeguard children and young people when using online technologies.

A copy of this Agreement can be found on One Drive in the ‘Policies’ folder, or can be requested from the office.

I understand that improper or illegal use of ICT may result in disciplinary or criminal proceedings.

Signature Date

Full Name(BLOCK CAPITALS)

Role