

# AYLSHAM LEARNING FEDERATION

## ICT CODE OF CONDUCT POLICY (STAFF/GOVERNORS/VISITORS)

Policy Reference:	JT/ICT Code of Conduct (Staff/Governors/Visitors)	Review Frequency:	1 Year
Issue Number:	03 (25.06.2019)	Next Review Date:	25.06.2020
Author:	J Tuttle		

Ratified by the Governors' Curriculum, Assessment and Achievement Committee on: 25.06.2019

Signed: \_\_\_\_\_  
Chair

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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 Aylsham Learning Federation or Norfolk County Council. All such users will be issued with this code of conduct.

Any concerns or clarification should be discussed with:

Aylsham High School:	Kathryn Garnham - Director of Inclusion Diane Collins - Head of ICT
Bure Valley School:	Jamie Olney - Head of School Dael Brookes – Computing Lead
John of Gaunt Infant and: Nursery School	Clare Toplis – Head of School
John Bear's Nursery:	Clare Toplis

This policy will be given to new staff members to sign as part of the staff induction process and if there are any changes to the policy it will be distributed to all staff for signature annually in September. This policy will be given to members of each school's/setting community on entry to the school/setting.

- All staff, governors and visitors understand that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, laptops and tablets.
- All staff understand that it is a disciplinary offence to use the Federation's ICT system and equipment for any purpose not permitted by its owner.
- All staff, governors and visitors will not disclose any passwords provided to them by the Federation 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 Federation owned device without the permission of Mike Hampstead – Network Manager.
- 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 their line manager, Assistant Headteacher, Executive Headteacher or Head of School in line with any disciplinary procedures. This relates to all Federation owned devices, including laptops provided by the Federation.
- All staff, governors and visitors will only use each school's/setting's email/internet/intranet/learning platform and any related technologies for uses permitted by the Executive Headteacher/Head of School or Governing Board.
- All staff, governors and visitors will ensure that all their Federation/school/setting 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 authorised by the Executive Headteacher/Head of School or Governing Board and in line with the guidance given under the general data protection regulations and in accordance with the data protection act. If in doubt they will seek clarification. This includes taking data off site.
- Personal devices must only be used in each school/setting in line with the staff code of conduct.
- All staff, governors and visitors using Federation and personal equipment within each school/setting will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. E.g illegal download or production of music.
- All staff, governors and visitors will only use the approved email system(s) for any Federation/school/setting business.
- Images will only be taken, stored and used for purposes in line with federation policy. Images will only be distributed outside the Federation network/learning platform if they comply with our held photographic consent form or specific permission from the parent/carer has been obtained.
- 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 Designated Safeguarding Lead or Executive Headteacher/Head of School in line with the Federation's safeguarding policy.