BOUNDARY PRIMARY SCHOOL

Information Systems and ICT Code of Conduct

Review period: Annually
Date policy last reviewed: September 2023
Person Responsible for Policy: Computing Leader

Information Systems and ICT Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that staff and governors are aware of their professional responsibilities when using any form of ICT. All are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

To ensure that staff are fully aware of their professional responsibilities when using any information systems, staff are asked to read this Code of Conduct. Staff should consult the school's Online Safety policy for further information and clarification.

- I understand that all digital activity must be appropriate to my professional activity, pupil's learning or approved positive work life balance activities outside directed time (e.g. online grocery ordering, motor car tax renewals). Access should only be made via authorised secure accounts and passwords, which should not be made available to any other person;
- I know that activity which threatens the integrity of School's ICT network, or activity that attacks or corrupts other systems, is forbidden;
- I know that use for personal financial gain, gambling, political purposes or advertising is forbidden;
- I know that posting anonymous messages and forwarding chain letters or emails is forbidden;
- I know that using a mobile device for communication is forbidden during directed time, unless permission has been gained by either the Head or Deputy Headteacher previously,
- I understand that the rules set out in this agreement also apply to use of School ICT systems and equipment (e.g. laptops, iPads, cameras, email, learning platform etc) out of school;
- I understand that School ICT systems and equipment are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by Boundary Primary School.
- I know that if I use School equipment outside school for my personal use, I will not store any data on School equipment or network, nor will I access inappropriate material at any time using School equipment;
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others, including children I will do so only where permission has been obtained. I will not use my personal equipment to record these images. Where these images are published e.g. on school's website, I will only use first names of those who are featured.
- I will only communicate with pupils, parents/carers using official School systems. Any such communication will be professional in tone and manner. I will not pass on my personal email addresses/mobile phones/social networking sites for such communications
- When I use my School equipment (iPads/laptops/mobile phones etc) in School, I will follow the rules set out in this agreement. I will ensure that any such devices are protected by up to date anti-virus software, general updates and are free from viruses.
- I will not try to upload, download or access any materials which are illegal, inappropriate or open to question in a legal setting (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or may cause harm or distress to others.
- I will not disable or cause damage to School equipment, or equipment belonging to others.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or School policy to disclose such information to an appropriate agency
- I will immediately report any damage or faults involving equipment or software, however this may have happened to the school business manager or computing lead.

- I understand that I should take all reasonable care with equipment that I am provided with (e.g. laptop, iPad, camera).
- I understand that I should ensure that equipment is left securely within the school building, OR stored securely and out of sight off site: E.g. not left in cars overnight, not left in public view
- The information systems (e-mail, text messaging services, photocopier, blogs, Google Drive) are school property and must also be used in a manner set out in this policy.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the Headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect the school system security and I will not disclose any password or security information to anyone other than an appropriate system manager. Should I realise that a breech in password security has occurred I will contact the ICT technician immediately, or in their absence the Headteacher.
- I will ensure my password has at least 8 characters, containing letters and numbers and is changed every 90 days.
- I will not install any software or hardware without prior consent from the ICT technician, or Computing Lead
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright, Data Protection Act 1998 and all intellectual property rights.
- I will report any incidents of concern regarding children's Online Safety to one of Boundary's Designated Safeguarding Leads and log it on MyConcern.
- I will promote Online Safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.
- I will not use social networking sites in School or using School equipment (unless I am a designated Boundary Facebook Administrator).
- I will not use social networking during my working hours.
- I will ensure that should I use a Facebook account (or similar social networking sites) that the account will be given strong privacy settings and that staff will be sensitive to the content of their publications. Photographs, comments or images should never refer to school life.
- I understand that if a child brings a mobile phone into school and reports to me that they have been sent, exposed to or found access to indecent or obscene images/videos, I will only confiscate the phone and immediately pass it to Head of School or Deputy Headteacher, in their absence. I will not open or view any images, until advice has been sought from the police.
- If sending e-mails containing personal, confidential, classified or financially sensitive data to external third parties or agencies I will password protect these documents and send the password in a separate email.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials. It will monitor this where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.
I have read, understood and agree with the Information Systems Code of Conduct.

Full name: Position:
Signed: Date: