



**Thornhill Primary School September 2020**  
**Information Systems Code of conduct /E-safety policy/**  
**Acceptable use policy**

To ensure that all adults in our school are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct.

- I will **promote e-safety** with pupils in my care and will help them to develop a responsible attitude to data protection, system use and to the content they access or create. I will help educate my pupils about the effects and consequences of cyber-bullying and teach them ways of avoiding and dealing with this.
- There is an expectation that adults will have identified appropriate websites for children to access when they are using Google/Internet Explorer to search for information **to enhance their learning**.
- I will ensure that children are **always supervised** when they are using **ICT** and must always be given a clear focus for its use e.g. Flowol, Paint, Numeracy warmup /workout or Rockstarmaths. **This also includes Break and Lunch times.**
- I will report any incidents of concern regarding children's safety to the school e-Safety coordinator or the DSL (Designated Safeguard Lead). This includes reporting any inappropriate websites, images or sounds which have made it through the schools firewall and filtering systems. I will also report any allegations or evidence of cyber-bullying to both the e-safety coordinator and the DSL.
- If at any time I have concerns/worries about the e-safety of myself or pupils within school I will consult with the e-safety coordinator and DSL.
- I will ensure that my information systems use will always be compatible with my professional role.
- The information systems (laptops, ipads, computers, web cameras etc) are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will respect copyright and intellectual property rights.
- I understand that school information systems may **not be used for private purposes**, without specific permission from a member of the school leadership team. This includes the use of personal networking sites (Facebook, Instagram, You-tube, Twitter etc) and sites used for personal profit e.g. Ebay.
- I understand that I should use care and discretion when using any information systems or online communities so that my actions do not reflect badly upon myself or the school.
- I understand that it is **not acceptable** in my professional role to be '**friends**' with pupils (current or past), parents or carers on a social networking site. If staff are friends with parents in a social capacity, it may be necessary for separate accounts to be held.

- I understand that it is unacceptable for me to communicate with pupils and their families through online communities, messaging services and social networking sites. I will report any pupils or parents requesting me as a 'friend' online or sending me messages to the e-safety coordinator.
- I understand that the school/ South Yorkshire Police may monitor my information systems and Internet use to ensure policy compliance.
- I will not install any software or hardware to any school computer or laptop without permission.
- I will not transfer data to a USB device without permission from the Headteacher or the ICT co-ordinator.
- I will email the ICT coordinator to report any faults with IT equipment.
- I will ensure system security by not disclosing any password or security information to anyone other than an appropriate system manager and **'locking' any PC or Laptop** I am logged on to **when leaving the room**.
- I will ensure that **personal data** is kept secure and is used appropriately in line with GDPR, whether in school, taken off the school premises or accessed remotely.
- My 'Thps.org.uk' email will be used for all work related email communications - it will not be used for private communications. All emails to parents are sent via 'Bcc' so other parents cannot see the email addresses of others.
- Work related emails should only be accessed remotely on a personal phone/tablet if there is **2 factor authentication** where software is always kept updated.
- I will ensure that any electronic communications with pupils are compatible with my professional role. This will be through the agreed system which allows all messages to be screened and monitored. This will be done within the school day and will always be school-work related.
- I understand that failure to follow the school policy may result in disciplinary action being taken against me by the school, governing body or the local authority.

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 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.**

Name:

Signed:

Date: