



## **Merrydale Infants School Staff Code of Conduct for ICT / Computing 2022- 2023**

**To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.**

- I understand that it is a criminal offence to use a school ICT system that in any way contravenes the Computer Misuse Act or Data Protection Act. School devices, e.g. laptops will be monitored through Policy Central both in and out of school for appropriate use.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that school information systems may not be used to access social networking sites for personal reasons.
- I understand that my use of school information systems, Internet and email is monitored by Its4all Policy Central console management monitoring service and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than is authorised.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely (i.e. on provided encrypted memory stick) and is used appropriately, whether in school, taken off the school premises or accessed remotely. I will run virus scans each time I use a memory stick on school equipment.
- I will respect copyright and intellectual property rights.

- I will report any incidents of concern regarding children's safety to the E-Safety Coordinator / the Designated Senior Person for Child Protection.
- I will ensure that electronic communications with pupils including email, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- I will not use any ICT systems or social media e.g Facebook or twitter to bring the school, any parent or pupil or any colleague into disrepute.

The school has exercised its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete 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.