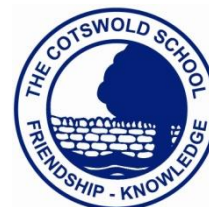


THE COTSWOLD SCHOOL POLICY DOCUMENT



Policy:	Governor/Visitor/Volunteer ICT Acceptable Use Policy Agreement
Policy Ref:	CSP 13 Appendix 5
Version Number:	2.0
Date:	September 2020
Review Date:	September 2021
Authorised by:	Full Governing Body
Updated by:	Mr A Thomas Mr L Campbell

_____ (12/10/2020)

ratified by Governors and
signed as such by The Chair of Governors

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.



Governor/Visitor/Volunteer ICT Acceptable Use Policy

ICT and related technologies such as e-mail, the internet and mobile devices are an accepted part of our daily working life in The Cotswold School. This policy is designed to ensure that all visitors (including Governors) are aware of their responsibilities when using any form of ICT in school.

All visitors (including Governors) requiring access to the school's ICT systems are expected to sign this policy and adhere at all times to its contents.

Any concerns or clarification should be discussed with the E-safety Officer at the school.

- I will only use the school's Internet, Intranet, Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal or the Senior Leadership Team.
- I will comply with ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data may only be taken out of school or accessed remotely, when authorised by the Principal or a member of the Senior Leadership Team. Personal or sensitive data taken off site must be encrypted – [Guide to Data Protection: ICO](#)
- I will not install any hardware or software without permission of the school's Network Manager.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal.
- I will support the school approach to E-Safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I understand that any use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Principal.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's E-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout The Cotswold School.

Signature

Date

Full Name (PRINTED)