



## **Acceptable Use of IT**

### **Governors**

I confirm that I have read and understood the Mylor Bridge School Computing policy and E-Safety policy. I understand my role regarding Computing and E-Safety within school.

Any content I post online (including outside school time) or send in a message will be professional and responsible and maintain the reputation of the school.

To protect my own privacy, I will use a school email address as contact details for staff, parents and other members of school.

In order to access data for governing body meetings, I will use the school VLE. I understand that information needed will be uploaded to this site before the meeting.

If I use any form of electronic communication for contacting parents, staff or other members of the school community I will use the school's system and never a personal account.

I will report any accidental access to material which might be considered unacceptable immediately to the headteacher and ensure it is recorded.

I will follow school policy on compliance with the General Data Protection Regulations (GDPR). In particular, confidential school information, pupil information or data, which I use, will be stored on a device which is encrypted or protected with a strong password. Computers will have a password-protected screensaver and will be logged off or screen locked before being left unattended.

I will immediately report any accidental loss of personal or sensitive information so that appropriate action can be taken.

I understand that the school may monitor or check my use of electronic communications.

I understand that the school has the right to examine or delete any files that may be held on its computer system, to monitor any internet sites visited and emails exchanged and, if necessary, to report anything which may constitute a criminal offence.

I understand that by not following these rules I may be subject to Governor disciplinary procedures.

Name:			
Signed:		Date:	