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**Acceptable Use of IT**

**Staff**

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 and school telephone numbers as contact details for pupils and their parents.

If I use any form of electronic communication for contacting pupils or parents I will use the school’s system and never a personal account.

I will never use my personal mobile phone or other personal electronic equipment to photograph or video pupils.

I will take all reasonable steps to ensure the safety and security of school IT equipment, which I take off site.

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

I will only use photographs and videos of children for school purposes and only with the expressed permission of parents, in line with the school Data protection policy.

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 understand that I have the same obligation to protect school data when working on a computer outside of school.

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 IT equipment and 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 the school’s disciplinary procedures.

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| Name: |  |
| Signed: |  | Date: |  |