Great Marlow School
ICT Acceptable Use Agreement: Visitors

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

- I will only use the school's network / Internet / Intranet and any related technologies for professional purposes or for uses deemed 'reasonable' by the School.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils. Unless I have the permission of the Headteacher or Deputies.
- I will only use secure professional e-mail account/system for any school business.
- I will not install any hardware or software without permission of the ICT Manager.
- I will not browse, download, upload, create, store, display or distribute any material that could be considered offensive, illegal, discriminatory or break Data Protection rules.
- I understand that all my use of the Internet and other related technologies can be monitored, logged and can be made available, on request, to the Headteacher. I will respect copyright and intellectual property rights.
- I will ensure that my online activity in school will not bring my professional role or the school into disrepute.
- I will ensure any resources or ICT equipment used are returned in the same condition they were received in. Any concerns are to be reported to the school.
- I will ensure all PC's; projectors etc. are switched off after use.
- I will not record or publish images/context of any member(s) of the school without the individual(s) express permission.