

# St John's Lutheran School Code of Conduct

## Administration, Teachers, Staff and Volunteers

School information communications technology and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of technology. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Principal.

**Deliberate access to inappropriate materials by any user will lead to the incident being logged by the administrator, depending on the seriousness of the offence; investigation by administration, immediate suspension, possibly leading to dismissal and involvement of police for very serious offenses**

- I will only use the school's email, network, internet and any related technologies for professional purposes or for uses deemed 'reasonable' by administration.
- I will comply with the network 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 and are done through school provided accounts (stjohnsmayville.com email)
- I will ensure that personal data (such as data and files saved in the server) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not install any hardware or software without seeking permission from the administrator.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of students and/ or staff will only be taken, stored and used for professional and educational purposes that align with school policy and with written consent of the parent, guardian or staff member. Images will not be distributed outside the school network without the permission of the parent/guardian, member of staff or administration.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to administration.
- I will respect copyright property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into jeopardy.
- I will support and promote the school's TechSafe policy and help pupils to be safe and responsible in their use of information, communication and other related technologies.
- *CONFIDENTIALITY NOTICE Note: This message and attachments are covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, and contain information intended for the specified individual(s) only. This information is confidential. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately by replying to the message and deleting it from your computer. Thank you.*

**User Signature:** I agree to follow this code of conduct and to support the safe use of technology throughout St. John's Lutheran School.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ (First) (Middle) (Last) Job Title \_\_\_\_\_

I have read the SJLS Volunteer Handbook and agree to abide by its content including providing the necessary information for the required background check.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security No. \_\_\_\_\_ (May be given verbally)

Previous Address if less than 6 months at current: \_\_\_\_\_