

	Review Date	Summer 2023
	Date of next Review	Summer 2025 (thereafter every 2 years)
Version		1.8

Acceptable Use Policy (AUP) : Staff agreement form

This policy covers the use of all digital technologies used in our school: ie. email, internet and network resources, learning platforms, software, equipment and systems such as our MIS.

- I will only use our school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal the WiFi password given to me to anyone.
- I understand that I am allowed to access the network using personal devices (eg. mobile phones, tablets etc), providing this guidance is followed.
- I will use 'good practice' advice in the creation and use of my password. A strong password would contain at least eight characters, with a combination of letters and numbers or symbols. If my password is compromised, I will change it. I will not use anyone else's password.
- I will report unauthorised individuals accessing the school's email, internet or network or other school systems.
- I will log off when I am finished using a computer/laptop, or if I leave it unattended. I will also log off from my classroom or personal computer/laptop at the end of the day.
- I will ensure that all documents, data etc, are saved, accessed and deleted in accordance with school protocols as outlined in our Staff Handbook.
- I will not engage in any online activity that may compromise my professional responsibilities, which will include, for example, not accepting or making a "friend" request with a pupil via any online platform.
- I will only use the approved, secure email system(s) for any school business. I will follow any protocols as outlined in our Staff Handbook.
- I will only use an approved school email, learning platform or other school approved communication system with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues (ie. something which might cause them to feel resentful, upset or annoyed).
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to a member of the SMT. This could include something that I feel is unsuitable, unprofessional or improper.
- I understand that the following uses of the internet will be regarded as **unacceptable**: to perpetrate any form of fraud or piracy; use for any type of harassment; to access obscene or illegal material; to solicit personal information with the intent of using it to cause emotional or physical harm; entering into a commitment on behalf of the school (unless you have been given permission to do this); visiting internet sites that contain obscene, hateful, extremist or otherwise illegal material; hacking into unauthorised areas; publishing defamatory and/or knowingly false material about your

colleagues and/or any pupils or parents on social networking sites; or revealing confidential information in any way.

- To protect against scams and malicious software. I will not click on links or download any content if I'm unsure of its origin. If this is the case I will alert the IT co-ordinator.
- I will report any Data Protection breach to our DPL (Data Protection Lead) in accordance with school protocols as outlined in our Staff Handbook.
- I will not download any software or resources from the internet that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using our school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I am not permitted to use my personal camera phone for taking and transferring images of pupils or staff for school use.
- I will not store images of pupils at home or on my personal devices.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role and that my settings on social networking sites are appropriately set to prevent pupils from being able to view the content of them.
- I agree and accept that any computer or laptop loaned to me by our school, is provided solely to support my professional responsibilities and that I will notify our school of any "significant personal use" as defined by HM Revenue & Customs. Any laptops remain the property of our school, and I will make every effort to prevent unauthorised access, theft or damage. If removed from school premises, laptops must not be stored in vehicles overnight.
- I will ensure that any confidential or special category personal data that I wish to transport from one location to another is protected by encryption and that I follow school protocols as outlined in our Staff Handbook when using such data at any location. I will make every effort to prevent accidental loss of data stored on any type of portable device.
- I understand that the PACT Data Protection policy requires any information seen by me with regard to staff or pupil information, held within our school's information management system or server, will be kept private and confidential - EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed our school's E-safety policy into my teaching (teaching staff only).
- I understand that all internet and network usage can be monitored and logged using our web filtering system, and this information could be made available to the Head or DPL on request.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of adults or children), which I believe may be inappropriate or concerning in any way, to a member of the SMT or Designated Safeguarding Lead.
- I understand that failure to comply with this agreement could lead to disciplinary action.

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User Signature

I wish to use our school's IT resources and systems as outlined in the Acceptable Use Policy (AUP).

I agree to abide by all the points as stated in this policy.

I understand that it is my responsibility to ensure that I remain up-to-date and have read and understood our school's most recent policies on E-safety, Data Protection & Records Retention and any protocols as outlined in our current Staff Handbook.

Full Name (printed)

Job Title

Signature Date

Authorised Signature (Head)

I approve this user to be set up.

Full Name (printed)

Signature Date

This document will be kept in staff files.