



**AUP review Date: Summer 2020**

**Date of next Review: Summer 2021**

**Reviewed by:** Bonnie Buckley

**Acceptable Use Agreement: All Staff, Volunteers and Governors**

This Acceptable Use Agreement covers use of all digital technologies: i.e. email, Internet, network resources, software, communication tools, equipment and systems including the use of GSuite for Education tools.

I will only use the school's digital technology resources and systems for professional purposes.

I will only use school approved communication systems (such as GMail/GSuite) for communication with pupils or parents/carers, and only communicate with them on appropriate school business.

I will not allow unauthorised individuals to access any GSuite/ mail / Internet / network, or other school systems I have access to.

I will not reveal my password(s) to anyone. I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it. I understand it is my responsibility to sign out of sites, programs and devices securely.

I will not access school systems in any public places where data could be seen or on any shared devices which are not password protected.

I will ensure all documents, data etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security policy. I will follow the guidance as stipulated through the General Data Protection Regulations (GDPR) and report any data breaches within 72 hours to the Chief Operations officer and the Data Protection Officer.

I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.

I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, 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 not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home. I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the staff-only drive.

Any communications about school related matters must only take place through appropriate school channels: face to face conversations, school telephone and official school email accounts.

When communicating with the school via official communication channels, I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of parents, carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

When using any personal social media, I will not:

- Use personal social media during school hours
- Mention, complain about or criticise the school or members of staff. Nor will I try to resolve issues. I will use official school channels only to inform SLT if I am aware of a specific issue or incident
- Upload or share photos or videos on social media of any child, unless I have the permission from the Head Teacher

Please note that online comments may be regarded as defamatory if it is directly about, or refers to, an individual who may easily be identified. Should a situation arise whereby any such comment is made in relation to the school or one of its employees, legal advice will be sought with a view to appropriate action being taken.

I take seriously my responsibility to protect my online reputation and digital footprint . I understand the importance of upholding my online reputation, my professional reputation and that of the school, and I will do nothing to impair either. I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role

I will follow the school's policy on use of mobile phones / devices at school (which can be found here: <https://docs.google.com/document/d/13AoiynP5KoyKRTWf5Z8Ehp40HqwKODf42M-8nTXtbvY/edit?usp=sharing>).

I agree and accept that any device loaned to me by the school is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs. I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other ICT 'defence' systems.

I will not attempt to connect any personal devices (including USB flash drive) to the school network.

I will alert St Mary's/ St Saviour's/ St Margaret's child protection officer / appropriate senior member of staff if I feel the online behaviour of any child may be a cause for concern. I understand that it is my duty to support a whole-school safeguarding approach and will report any IT usage (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to the Head / a senior member of staff / Safeguarding Lead at the school.

I understand that the levels of filtering in place by LGFL are set to ensure that children are safe from inappropriate, terrorist and extremist material when accessing the Internet at school, and will alert senior members of staff and the child protection officer if I feel any child may be exposed to such material intentionally or otherwise.

I will not browse, download or send material that could be considered offensive to colleagues. I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the appropriate line manager / school named contact.

I understand that all Internet and network traffic / usage can be logged and this information can be made available to the Head / Safeguarding Lead on their request. I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.

I will embed the school's online safety / digital literacy curriculum into my teaching (where appropriate) and act as a role model for pupils in relation to online behaviour, conduct and responsibilities.

## **Acceptable Use Policy (AUP): Agreement Form**

**All Staff, Volunteers, Governors**

### **User Signature**

I agree to abide by all the points above. I understand that I have a responsibility for my own, and others', online-safeguarding and I undertake to be a 'safe and responsible digital technologies user'. I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online-safety and digital technology policies. I understand that failure to

comply with this agreement could lead to disciplinary action. By ticking this box, I sign to agree.

Signature    Date

Full Name    (printed)