



# Acceptable Users Policy

Reviewed September 2016

## Acceptable User's Policy (AUP) and Staff Agreement Form

Networked resources, including Internet access are potentially available to staff in school. All users are required to follow the conditions laid down in this policy. Any breach of these conditions may lead to withdrawal of the user's access, monitoring and/or retrospective investigation of the user's use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

- I will only use the school's digital technology resources and systems (i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems) for professional purposes or for uses deemed 'reasonable' by the Head & Governing Body.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will ensure all documents; data etc are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities or integrity.
- I will communicate with parents/carers or students using official school systems. Any such communication will be professional in tone and manner. I will not give parents or students my home address, mobile phone number or other personal information, or that of other members of staff.
- I will not browse, download or send material that could be considered offensive, to anyone.
- I accept personal responsibility for reporting any misuse of the network, accidental or otherwise, including the receipt of inappropriate materials, or any filtering breach, to the head teacher.
- I will not download any software or resources from the Internet that can compromise the network or are not adequately licensed.
- 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 ensure that any loaned equipment is kept up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will use the school's Learning Platform in accordance with school / South West Grid for Learning advice.

- 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 do not compromise my professional integrity.
- I agree and accept that any computer or laptop loaned to me by 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 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 embed the school's e-safety curriculum into my teaching.
- I will only use LA systems in accordance with any corporate policies.
- I understand that all Internet usage/network usage can be logged and this information could be made available to school managers on request.
- I understand that use of mobile phone to receive incoming calls/texts is not allowed during school hours.
- I understand that failure to comply with this agreement could lead to disciplinary action.

### **User Signature**

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I agree to abide by all the points above.

I wish to have an email account (or be able to use the class email address); be connected to the Intranet and Internet; be able to use the school's ICT resources and systems.

Signature ..... Date .....

Full Name (printed) .....

### **Authorised Signature (Head teacher)**


I approve this user to be set-up

Signature ..... Date .....

This policy was approved by Governors 12th October 2016 and presented to staff September 2016.

Approved by Governors

Signed:  Chair of Governors Date:12/10/16

Signed:  Head teacher Date:12/10/16