



Acceptable Use Policy

User Signature

I agree to abide by all the points set out in this policy. I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I must do everything within my power to ensure the safety and security of any material of a personal or sensitive nature, including personal data. It is my responsibility as part of the school to take care when handling, using or transferring personal data, that it cannot be accessed by anyone who does not have permission to access that data or need to have access to that data.

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 information. I understand that failure to comply with this agreement could lead to disciplinary action.

Signature

Date.....

Full Name (printed)

Job title / Role

- I will use the school's systems and website in accordance with school protocols.
- I will alert *Mrs. S. Evans (Designated Safeguarding Lead)* or Mr. C. Davey, Mrs. J. Hoos and Mrs. L. Merrison (Deputy Safeguarding Leads) if I feel the behaviour of any child may be a cause for concern.
- *I will only use any LA system I have access to in accordance with their policies.*
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to *Mrs. S. Evans (Designated Safeguarding Lead)* or Mr. C. Davey, Mrs. J. Hoos and Mrs. L. Merrison (Deputy Safeguarding Leads)
- I understand that all Internet and network traffic / usage can be logged and this information can be made available to *the Head / Safeguarding Lead/ e-Safety Lead* on their request.
- *Staff that have a teaching role only:* I will embed the school's on-line safety / digital literacy / counter extremism curriculum into my teaching.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is part of my job description.
- Wearable technology includes electronic fitness trackers and internet enabled 'smart' watches. Wearable technology is permitted on school premises but all notifications and alerts **MUST** be turned off. Personal devices are brought onto school premises by staff at their own risk.
- I will be aware of my professional responsibilities and duties when writing school emails discussing staff or pupils including using initials only to identify pupils.

- I will not connect any device (including a USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's *recommended anti-virus and other IT defence systems.*
- 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 follow the school's policy on use of mobile phones / devices at school and *will have them out of sight and not used in classrooms. Only use in staff areas.*
- 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 *appropriate system or staff-only drive within school.*
- I agree and accept that any iPad or laptop 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 not engage in any online activity that may compromise my professional responsibilities.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will not discuss school activities, pupils or staff on any social media or other public platform without the express permission of the Head or Governing Body.



Acceptable Use Policy

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users. I recognise the value of the use of IT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of IT. I will, where possible, educate the young people in my care in the safe use of IT and embed online safety in my work with young people.

The following policy covers the use of all digital technologies in school: e.g. email, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- As a member of the school community I will take all reasonable precautions to ensure online safety and use common sense strategies in learning resource areas.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to Mrs. S. Evans (e-Safety Lead) or Miss. A. Davies (Computing Lead)
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will ensure that any private social networking sites / blogs that I create or actively contribute to are not confused with or compromise my professional role.
- I understand that the rules set out in this agreement also apply to use of school IT systems and hardware (e.g. laptops, email, school website etc.) out of school.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will ensure that any devices I use are protected by up to date anti-virus software and are free from viruses.

- I will not reveal my password(s) to anyone.
- I will only use my school email system(s) for any school business that is about our families/children.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems, *or any Local Authority (LA) system I have access to.*
- 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 & confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- 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.