

Acceptable Use policy reviewed **September 2016**.
Date of next review: **September 2017** (unless earlier action needed)
Reviewed by Steve Buckley (Assistant Headteacher)

Acceptable Use Policy Staff Agreement Form

This acceptable use policy covers the use of all digital technologies in school: i.e. email, Internet, network resources, learning platform, software, communication tools, social networking tools, school website, equipment and systems. It includes systems currently in place, and any future technology that may be implemented within the school to support teaching and learning/ school business.

Manor Primary School regularly reviews and updates all acceptable use documents to ensure that they are consistent with the school Online Safety Policy and school practice.

The agreement is to keep everyone safe and to be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. In order to use Manor's digital technologies, you must agree to the statements below:

- 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 reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. 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. This is particularly important for email and when dealing with sensitive information.
- I will not allow unauthorised individuals to access email / Internet / network, or other school systems, or any Local Authority (LA) system I have access to.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded appropriately.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system for any school business.
This is currently LGFL staff mail.
- I will only use the approved *online platforms e.g. school blogs to communicate with parents and pupils*, and only communicate with them on appropriate school business.
- I will not support or promote extremist organisations, messages or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the *appropriate school named contact*.
- 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 not connect any device (including 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 ICT 'defence' systems*. LGFL provides all school staff at Manor Primary with anti-virus software.
- 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 or on any personal devices.
- I will follow the school's policy on use of mobile phones / devices at school and *will not use or have visible during contact time with pupils*.
- 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 will only I take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc., will not identify students by name, or other personal information. (e.g. a pupil may be named, (first name only), but not alongside an image of them)
- I will use the school's Learning Platform or online cloud storage service in accordance with school protocols.
- 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.
- 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 agree and accept that any computer 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 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 alert Child Protection lead / appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern with regards to online activity.
- 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 *senior member of staff / designated Child Protection lead*.
- I understand that all Internet and network traffic / usage can be logged and this information can be made available to *the Head / Online safety leader/ 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 only use any LA system I have access to in accordance with their policies.
- *Staff that have a teaching role only:* I will embed the school's on-line safety / digital literacy / curriculum into my teaching.
- **I understand that failure to comply with this agreement could lead to disciplinary action.**



Acceptable Use Policy (AUP): Staff Agreement Form

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 / safeguarding policies.

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

Signature Date

Full Name (printed)

Job title / Role

Authorised Signature (Head Teacher / Senior Leader)

I approve this user to be set-up on the school systems relevant to their role

Signature Date

Full Name (printed)