



## Staff, Governor and Visitor 'Acceptable Use Agreement'

Computing and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is to help ensure that all staff are aware of their professional responsibilities when using any form of technologies and to help keep staff, governors and visitors safe. All staff are expected to sign this policy confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with Mrs Emma Jones (Head teacher).

- I will only use the school's email / Internet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head teacher or Governing Body.
- I will comply with the Computing system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number or personal email address, to pupils or parents (past or present).
- I will only use the approved email system (Office 365) for any communications with parents and other school related activities.
- I will ensure that personal data (such as data held on the administration system) is kept secure through encryption and is used appropriately. Personal data can only be taken out of school or accessed remotely when authorised by the Head teacher or Governing Body and with appropriate levels of security in place.
- I will not install any hardware or software on school equipment without the permission of the Computing Coordinator, Server Manager or Head Teacher.
- I will access the internet and other technology systems using an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the internet through my username and password. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or technology systems, to the eSafeguarding coordinator.

- All passwords I create will be in accordance with the school eSafeguarding Policy. I will ensure that I use a suitably complex password (upper case, lower case, numbers and characters) for access to the internet and technology systems and understand that this needs to be changed on a regular basis. I will not share my passwords with any colleagues or pupils within school.
- I will report any accidental access to inappropriate materials immediately to my line manager.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils, staff or children's work will only be taken, stored and used for professional purposes in line with data protection policy and with written consent of the parent, carer or staff member.
- Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head teacher in line with data security policy.
- I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available to the Head teacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I understand that I will not discuss my professional role in any capacity (positive or negative) on social media sites.
- I will ensure that any profiles on social media sites are set to maximum privacy.
- I will not accept 'friend' requests from pupils or past pupils under the age of 18 on any personal social website.
- I will ignore invitations from parents on social media sites and I understand that if for any reason I am in contact with any parent that I will not discuss any issues relating to school or school policy (including school dates e.g. when are we back at school?).
- I will not use personal electronic or digital equipment in school (e.g. laptops, memory sticks, cameras or iPads).
- I will only use school-owned or provided portable encrypted storage (USB sticks, portable hard drives etc).
- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/ other location). Devices will not be stored in a car overnight or left in

sight when not in use, e.g. by an open window or on the back seat of a car.

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode during school hours.
- Bluetooth communication should be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances.
- I will not use my mobile phone to take photographs of pupils from school, including when on an external visit (e.g. trip).
- I will only use my school email address when dealing with school related issues (included emailing staff)
- I will support and promote the school's e-Safeguarding policy and help pupils to be safe and responsible in their use of computing and related technologies.

### **User Signature**

I have read and understand all of the above listed points relating to my use of technology within school. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_