

	<b>Name of School</b>	<b>ST. JOSEPH'S INFANT &amp; JUNIOR SCHOOLS</b>
	<b>AUP review Date</b>	<b>November 2017</b>
	<b>Date of next Review</b>	<b>September 2020</b>
	<b>Who reviewed this AUP?</b>	<b>Miss K Gaynor</b>

### Acceptable Use Agreement: Staff, Volunteers, Governors & Contractors

Covers use of all digital technologies while in school: i.e. email, internet, intranet, network resources, learning platform, software, communication tools, social networking tools, school website, apps and other relevant digital systems provided by the school. Also covers school equipment when used outside of school, use of online systems provided by the school or school umbrella body when accessed from outside school, and posts on social media made from outside school premises/hours which reference the school or which might bring your professional status into disrepute.

**ST. JOSEPH'S INFANT & JUNIOR SCHOOLS** regularly reviews and updates all AUP documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others. Please note that school systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when in school and on all school devices whether in school or otherwise may therefore be subject to monitoring.

- 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.
- I will not allow unauthorised individuals to access email / internet / intranet / network / social networks / mobile apps / or any other system I have access to via the school or school umbrella.
- 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 not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.  
This is currently: *LGfL StaffMail*
- I will only use the approved method/s of communicating with pupils or parents/carers: *LGfL Staff mail* and only communicate with them in a professional manner and 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 line manager / school named contact *Mrs A Whelan, Mr M Betts, Miss K Gaynor or Mr S Nicklin*.
- 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.

*This is a template for schools to customise according to individual needs/context. It should be reviewed/adapted at SLT level. We recommend that one copy is retained by the member of staff and a second is placed on the staff personnel file.*

**Updated: September 2017**

**School Update Nov 2017**

- 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*.
- 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.
- 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.
- 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 understand and will follow the points outlined in the school's Online safety policy below:
  - Digital communications by staff must be professional and respectful at all times and in accordance with this policy. Staff will not use social media to infringe on the rights and privacy of others or make ill-considered comments or judgments about staff. School social media accounts must not be used for personal gain. Staff must ensure that confidentiality is maintained on social media even after they leave the employment of the school.
  - Users must declare who they are in social media posts or accounts. Anonymous posts are discouraged in relation to school activity.
  - If a journalist makes contact about posts made using social media staff must follow the school media policy before responding.
  - Unacceptable conduct, (e.g. defamatory, discriminatory, offensive, harassing content or a breach of data protection, confidentiality, copyright) will be considered extremely seriously by the school and will be reported as soon as possible to a relevant senior member of staff, and escalated where appropriate.
  - The use of social media by staff while at work may be monitored, in line with school policies. The school permits reasonable and appropriate access to private social media sites. However, where excessive use is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken
  - The school will take appropriate action in the event of breaches of the social media policy. Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is considered illegal, the school will report the matter to the police and other relevant external agencies, and may take action according to the disciplinary policy.
- 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 only access school resources remotely (such as from home) using the *LGfL / school approved system* and follow e-security protocols to interact with them.
- 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 understand that all school hardware must be checked out and signed for with the school business manager after permission having been sort from the executive Headteacher and while out of school grounds is solely for the use of the staff member who has checked it out for school approved activities or work.
- 

One copy is retained by the member of staff and a second is placed on the staff personnel file.

**Updated: September 2017**

**Updated by School Nov 2017**

[digisafe.lgfl.net](http://digisafe.lgfl.net)

- I am aware that under the provisions of the GDPR (General Data Protection Regulation), my school and I have extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil data that is not in line with the school's data policy and adequately protected. The school's data protection officer must be aware of all data storage.
- 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 the relevant Senior Member of Staff / Designated Safeguarding Lead *Mrs A Whelan, Mr M Betts, Miss K Gaynor, Mr S Nicklin or Mrs B Jeeves.*
- 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 understand that I have a responsibility to uphold the standing of the teaching profession and of the school, and that my digital behaviour can influence this.
- *Staff that have a teaching role only:* I will embed the school's online safety / digital literacy / counter extremism curriculum into my teaching.
- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.
- *Attached is the Online-Safety Policy Infringement Document, please read and ask for clarification on infringements before signing this document.*
- *Please refer to the School policy on online safety as well as this document.*

One copy is retained by the member of staff and a second is placed on the staff personnel file.

**Updated: September 2017**

**Updated by School Nov 2017**

[digisafe.lgfl.net](http://digisafe.lgfl.net)

**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' e-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 if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

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

Full Name ..... (printed)

Job title / Role .....

**Authorised Signature (Head Teacher / Deputy)**

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

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

Full Name ..... (printed)

One copy is retained by the member of staff and a second is placed on the staff personnel file.

**Updated: September 2017**

**Updated by School Nov 2017**

[digisafe.lgfl.net](http://digisafe.lgfl.net)