



Acceptable Use Policy for School Staff

I confirm that I have read and understood the *Kirklees Electronic Communications Guidance for Staff* and that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with the document. In particular:

Any content I post online (including outside school time) or send in a message will be professional and responsible and maintain the reputation of the school.

To protect my own privacy I will use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents.

If I use any form of electronic communication for contacting pupils or parents I will use the school's system, never a personal account.

I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager.

I will never use my personal mobile phone or other personal electronic equipment to photograph or video pupils.

Taking photographs and videos will only be done with the permission of pupils and/or their parents for agreed school activities.

I will take all reasonable steps to ensure the safety and security of school IT equipment which I take off site and will remove anything of a personal nature before it is returned to school.

I will take all reasonable steps to ensure that all personal laptops and memory devices are fully virus protected and that protection is kept up to date.

I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded.



I will follow school policy on compliance with the General Data Protection Regulations (GDPR). In particular:

Confidential school information, pupil information or data which I use will be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.

I understand that I have the same obligation to protect school data when working on a computer outside school.

I will report immediately any accidental loss of personal or sensitive information so that appropriate action can be taken.

I understand that the school may monitor or check my use of IT equipment and electronic communications.

I understand that the school has the right to examine or delete any files that may be held on its computer system, to monitor any internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

I understand that by not following these rules I may be subject to the school's disciplinary procedures.

I have signed the sheet below to say that I wholly agree with all of the above statements and that I have read, understood and agree to follow this policy.

Member of school staff	Signature	Date
Jane Travis (HT)		
Chris Rollinson (DH)		
Natalie Eyles (KS2 lead)		



Kerry Wood (KS1 lead)		
Adam Taylor		
Emma Raimes		
Laura Keating		
Ian Pollitt		
Lynsey Walker		
Debra Branigan		
Diane Morris		
Yvette Jones		
Christina Smith		
Carol Moss		
Julie Pops		
Eileen Haigh		
Sarah Pickup		
Jessica Collier		
Carey Tyndall		
Asher Tyndall		
Deborah Roberts		
Paul Cribb		
Brenda Kenny		
Jean Horne		

Reviewed September 2018

Partnership Services



Reviewed September 2018