

	AUP review date	July 2018
	Date of next review	July 2019
	Who reviewed this AUP?	Science and Technologies coordinator

Acceptable Use Agreement:

All Staff, Volunteers and Governors Agreement Form

Covers use of all digital technologies in school: i.e. e-mail, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- I will follow the separate e-safety policy (including mobile and handheld devices).
- 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. 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 e-mail / Internet / intranet / network or other school systems, or any other / Local Authority (LA) system I have access to.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's network / information security policy.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the school approved e-mail system(s) for any school business, including communication with parents. This is: LGfL StaffMail. I will only enter into communication regarding appropriate school business.
- I will only use the school's approved systems: LondonMail / GoogleApps for Education to communicate with pupils, and will only do so for teaching & learning purposes.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or any filtering breach or equipment failure to Elizabeth Beanland / a member of the SLT.
- I will not download any software or resources from the Internet that can compromise the network or is not adequately licensed, or which might allow me to bypass filtering and security systems.
- 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 drives) 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 Sophos 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.
- 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 shared staff area (T: drive).
- I will follow the school's policy on use of mobile phones / devices at school.
- I will use the school's Learning Platform (GoogleApps for Education) 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, that 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 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 that is 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 the school's child protection officer / appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern.
- I will only use any other/LA system I have access to in accordance with its policies.
- I understand that 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 a senior member of staff / named child protection officer at the school.
- I understand that all Internet usage and network usage can be logged, and that this information can be made available *to the Head / Safeguarding Lead* on their request.
- *Staff that have a teaching role only:* I will embed the school's e-safety / digital literacy curriculum into my teaching.

Acceptable Use Agreement Form: 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 that I read and understand the school's most recent e-safety 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 (Primary) / Head/Deputy/ Senior Teacher (Secondary))

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

Signature Date

Full Name (printed)



Harry Gosling Primary School - Pupil Acceptable Use Policy

THINK BEFORE YOU CLICK

These rules will keep me safe and help me to be fair to others.

S	<ul style="list-style-type: none">- I will never <u>SHARE</u> my personal information. I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.- I will remember and keep my passwords a <u>SECRET</u>.- I will only use the school's computers for <u>SCHOOL WORK</u> and homework.
M	<ul style="list-style-type: none">- I will never arrange to <u>MEET</u> someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.- I will <u>MANAGE</u> my time on computers sensibly. I will always put learning before playing my computer games.- I will only edit or delete <u>MY</u> own files and not look at, or change, other people's files without their permission.- I will not bring files into school without permission or upload inappropriate <u>MATERIAL</u> to my workspace.- I will only <u>E-MAIL</u> people I know, or a responsible adult has approved.
A	<ul style="list-style-type: none">- I am aware that some websites, social networks, computer games, and films have <u>AGE</u> restrictions and I should respect this even outside of school. I am aware that it is against the law to watch films or play games that are above a PG rating.- I will not <u>ATTEMPT</u> to visit Internet sites that I know to be banned by the school or unsuitable for children.- I will not <u>ACCEPT</u> attachments, or download a file, unless I know and trust the person who has sent it.
R	<ul style="list-style-type: none">- I will always be polite, sensible and <u>RESPECT</u> others when I use social networking (social networking sites, messaging apps, text messaging, mobile phones, phone calls, websites, blogs etc.)- I will always treat the school equipment with <u>RESPECT</u>.
T	<ul style="list-style-type: none">- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will <u>TELL</u> a teacher / responsible adult.- If I am the victim of cyber-bullying or know someone who is the victim of cyber-bullying, I will always <u>TELL</u> an adult that I can trust.

My name: _____

Date: _____

By signing this I agree to follow the pupil Acceptable Use Policy.

My Signature: _____



Harry Gosling Primary School - Parent Acceptable Use Policy

Internet and ICT: As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my child(ren) access to:

- the Internet at school
- the school's chosen email system
- the school's online managed learning environment (GoogleApps for Education)
- ICT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

Use of digital images, photography and video: I understand the school has a clear Photograph policy on the use of digital images and video and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose. I will give permission for the school to do this.

I will not take and then share online, photographs of other children (or staff) at school events.

Social networking and media sites:

I will not use social networking and media sites to discuss any issues that are linked to my child's school.

I understand that the school has a clear policy on the use of social networking and media sites and I support this.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

I will reinforce the rules made in the 'Pupil Acceptable Use Policy' at home and anywhere outside of the school setting.

My child/children('s): _____

Parent / guardian signature: _____

Date: ___/___/___