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|  | <b>Name of School</b>         | <b>Roe Green Infant School and<br/>Roe Green Strathcona School</b> |  |
|   | <b>AUP review Date</b>        | <b>January 2019</b>  |   |
|   | <b>Date of next Review</b>    | <b>January 2020</b>  |   |
|   | <b>Who reviewed this AUP?</b> | <b>Jatin Vaja/Anita Vadher</b>                                     |   |

## Acceptable Use Agreement: All Staff, Students, Volunteers and Governors

***The computer system is owned by the school and made available to staff to enhance their professional activities including teaching, research, administration and management.***

- I have read and understood Roe Green Infant and Strathcona School's full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead. Mrs Aziz (DSL) or Mrs Lobo (Deputy DSL) at RGI and Mrs Aziz (DSL) or Mrs Sidhu (Deputy DSL) at RGS.
- I understand that internet and devices used in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring.
- I will not connect any device (USB flash drive) to the schools network (Updated **Nov'18**), nor will I transport confidential data (with names) from one location to another on any such device (GDPR-**May 2018**).
- I will only use the approved email system(s) for any school business. This is currently: (LGFL Staff Mail).
- I will follow the schools policy on the use of mobile phones / devices at school (refer to Lockdown Policy and Mobile Technology Policy).
- I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media.
- I will not contact or attempt to contact any pupil to access their contact details in any way other than school-approved and school-monitored ways.
- I understand the importance of upholding my online reputation, that of the school and of the teaching profession and I will do nothing to impair either.
- I understand that school systems and users are protected by security, monitoring and filtering services, so my use of school devices (regardless of time, location or internet connection), may be monitored/captured/viewed by relevant/authorised staff members.
- I agree to adhere to all provisions of the school Data Protection Policy at all times, whether or not I am on site or using a school device, platform or network.
- I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify Mr Vaja (IT manager) if I suspect a breach.
- I will use school devices and networks/internet/platforms/other technologies for school and I will never use these to access material that is illegal or in any way inappropriate for an education setting.
- I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature by the school.

- I understand that breach of this AUP and/or of the school's full Online Safety Policy here may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

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| <p><b>Acceptable Use Policy (AUP): Agreement Form</b></p> <p><b>All Staff, Volunteers, Governors</b></p> |
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**To be completed by the user**

I have read, understood and agreed to this policy.

I understand that it is my responsibility to ensure 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/ Deputy)**

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

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

Full Name ..... (printed)