



### Staff Acceptable Use Agreement Form

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning, software, equipment and systems.

1. I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Headteacher and SMT.
2. Once issued by E-Safety Co-ordinator I will not reveal my password(s) to anyone.
3. I will follow 'good practice' advice in the use of my password. If my password is compromised, I will ensure I advise E-Safety Co-ordinator in order for a new password to be issued. I will not use anyone else's password if they reveal it to me and will advise them to inform E-Safety Co-ordinator and order a new password.
4. I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems.
5. I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
6. I will not engage in any online activity that may compromise my professional responsibilities.
7. I will only use the approved, secure email system(s) for any school business.  
(This is currently: Microsoft Outlook)
8. I will only use the approved school e-mail or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
9. I will not browse, download or send material that could be considered offensive to colleagues.
10. I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the E-Safety Co-ordinator.
11. I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
12. I will not publish or distribute work that is protected by copyright.
13. I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet 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, firewall and other ICT 'defence' systems.
14. I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff.
15. 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.
16. 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.
17. I will access school resources remotely (such as from home) only through the school approved methods and follow e-security protocols to access and interact with those materials.
18. 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.



**Staff Acceptable Use Agreement Form (cont'd...)**

- 19. 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.
- 20. I will embed the school's e-safety curriculum into my teaching.
- 21. I will alert the school's designated person for Safeguarding / relevant senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.
- 22. I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- 23. 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 the designated person for child protection / SMT member.
- 24. I understand that failure to comply with this agreement could lead to disciplinary action.

**User Signature**

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature ..... Date

Full Name ..... (printed)

Job title .....

**Authorised Signature E-Safety Co-ordinator**

I approve this user to be set-up.

Signature ..... Date

Full Name ..... (printed)