

	<b>Name of School</b>	<b>Deneholm Primary</b>
	<b>AUP Review Date</b>	<b>September 2016</b>
	<b>Date of next Review</b>	<b>September 2017</b>
	<b>Who reviewed this AUP</b>	<b>Mr Lloyd Computing Coordinator</b>

### **Acceptable Use Policy: Staff agreement form**

This policy covers use of digital technologies in school: i.e. email, Internet laptops, cameras, learning platform, software, hardware and systems.

- 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 have a private password and will not reveal it to anyone.
- I will not allow unauthorised individuals to access email/internet or other school / LA systems.
- I will ensure all documents, data etc, are saved, accessed and deleted in accordance with the school's data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use secure email system(s) for any school business.
- I will not browse, download or send material that could be considered offensive to colleagues and other school stakeholders.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the ICT Coordinator and technical support.
- I will not download any software or resources from the internet that can compromise the schools systems, or are not adequately licensed.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.

- I will use the school's Learning Platform – MyLearning in accordance with school advice.
- I will ensure that any private social network sites or blogs etc that I create or actively contribute to are not confused with my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is 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 ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data protocols.
- I understand that any information seen by me with regard to staff or pupil information, held within the school's 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 member of staff.
- I will embed the school's e-safety curriculum into my teaching.
- I understand that all Internet usage and system usage can be logged and this information could be made available to SLT on request.
- I understand if I take any loaned equipment including laptops and cameras off the school site I am responsible for them and will be liable for any inappropriate use or damage
- I understand that failure to comply with this agreement could lead to disciplinary action.

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**I have read and understood the Acceptable Use Policy**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_