

Appendix A - AUP for Staff, Governors & Volunteers

I understand that the school will monitor my use of the school digital technology and communications systems.

I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.

I understand that I have personal and legal responsibilities, including treating others with dignity and respect, acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and safeguarding pupils at all times.

I understand that I must use school devices and systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of systems and other users.

I recognise the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to benefit from the use and application of appropriate digital technology.

I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with children and young people.

Professional and personal safety:

- I understand that the school has in place a filtering system and will monitor my access to digital technology and communications systems whilst using school devices, and/or access to the school network via personal devices, where such access has been granted.
- I understand that the rules set out in this agreement also apply to use of school devices and digital technologies out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use in line with the e-safety policy and the expectations of professional behaviour set out in the Staff Code of Conduct.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should keep passwords safe and not share them with anyone.
- I will immediately report any incidence of access to illegal, inappropriate or harmful material, deliberate or accidental, by myself or others, to the appropriate person.
- I will not install or attempt to install programmes of any type on a device, nor will I try to alter computer settings, unless this is permitted by the Network Manager.
- I will not deliberately disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Data Protection Policy
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when required by law, or by school policy, to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving devices or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will log out of a device when I have finished using it.

Electronic communications and use of social media:

- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will use social networking sites responsibly, taking care to ensure that appropriate privacy settings are in place, and ensure that neither my personal nor professional reputation, nor the school's reputation, is compromised by inappropriate postings, to include past postings.
- I will never send or accept a 'friend request' made through social media from a student at school. I understand that such requests should be raised formally as an incident.
- I will not, under any circumstances, make reference to any staff member, student, parent or school activity/event via personal social media or other communication technologies.
- I will only communicate with students and parents/carers using official school systems. Any such communication will be professional in tone and manner. At no time will I use or share a personal email address, phone number or social networking site for such communication purposes.
- I will notify the Headteacher of any current or future, direct or incidental contact with students, parents or carers, for example where parents or carers are part of the same social group
- I will not engage in any online activity, at, or outside school, that may compromise my professional responsibilities. This includes making offensive, aggressive or defamatory comments, disclosing confidential or business-sensitive information, or information or images that could compromise the security of the school.
- I will not use the school's name, logo, or any other published material without written prior permission from the Headteacher. This applies to any published material, online or in print.
- I will not post any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school.

Use of school and personal mobile devices and technologies

- When I use my own mobile device (e.g. laptop / tablet / mobile phone / USB device) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will keep my personal phone numbers private and not use my own mobile phone, or other device, to contact students or parents in a professional capacity.
- I will keep my mobile phone secure whilst on school premises. It will be switched off whilst I am on duty unless there are good reasons that have been approved with a member of the senior leadership team, and then that is discreet and appropriate, e.g. not in the presence of students.
- I will keep mobile devices switched off and left in a safe place during lesson times. I understand that the school cannot take responsibility for personal items that are lost or stolen.

- I will report any text or images sent to me by colleagues or students which could be viewed as inappropriate. I will not use a personal device to photograph a student(s), except with the written permission of the Headteacher.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails if I have any concerns about the validity of the email or its source is neither known nor trusted.
- I will, when I take and/or publish images of others, do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use any personal devices to record these images, unless I have written permission from the Headteacher. Where these images are approved by the school to be published (e.g. on the school website) it will not be possible to identify by name, or any other personal information, those who are featured.
- I will not attempt to upload, download or access any material which is illegal (for example; images of child sexual abuse, criminally racist material, adult pornography), inappropriate or may cause harm or distress to others. I will not attempt to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not (unless I have permission) make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

Conduct and actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school devices and digital technology in school, but also applies to my use of school systems and equipment off the premises. This Acceptable Use Policy also applies to my use of personal devices on the premises or in situations related to my employment by the school.
- I understand that should I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action in line with the school's agreed Disciplinary Procedure. In the event of any indication of illegal activity, I understand the matter may be referred to the appropriate agencies.

I have read and understood the above, and agree to use school devices and access digital technology systems (both in and out of school), as well as my own devices (in school and when carrying out communications related to the school), within this agreement.

I understand that in the event of any query or concern about this Agreement, I should contact the Headteacher.