 **Bleak Hill Primary School**

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| **Acceptable Use Agreement:**  **All Staff, Volunteers and Governors** |

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment 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 not reveal my password(s) to anyone.
* I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
* I will not engage in any online activity that may compromise my professional responsibilities.
* I will only use the approved, secure email system(s) for any school business.
* I will only use the approved school email, ‘Life Learning Platform’ or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
* 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 filtering breach to the Headteacher.
* I will not download any software or resources from the Internet that can compromise the network or are not adequately licensed.
* 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.
* 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 in accordance with school / and Life Learning Platform
* 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 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 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, 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 embed the school’s e-safety curriculum into my teaching.
* I understand that all Internet usage / and network usage can be logged, and this information could be made available to my manager on request.
* I understand that failure to comply with this agreement could lead to disciplinary action.

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|  | **Print** | **Sign** |
| **Name of:** Staff, Volunteer or Governor |  |  |
| **AUP review** |  | |
| **Date of next Review** |  | |
| **Who reviewed this AUP?**  Headteacher/Governor |  |  |