



## **ACCEPTABLE USE POLICY AND STAFF AGREEMENT 2025 - 26**

Staff will sign this agreement annually at the start of each academic year. This document covers use of school digital technologies, networks etc., both in school and out of school.

### **Access**

- I will obtain the appropriate log on details and passwords from the ICT Technician.
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access school ICT systems or resources

### **Appropriate Use**

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head Teacher and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Head Teacher and log in the appropriate file.

### **Professional Conduct**

- I will not engage in any online activity that may compromise my professional responsibilities
- 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 will never include pupils or former pupils as part of a non-professional social network or group
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- 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 Head Teacher and log in the appropriate file

### **Personal Use**

- I understand that I may use internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes
- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area
- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden
- I will not use the school internet facilities for personal access to public discussion groups or social networking sites

### Email

- I will only use the approved, secure email system for any school business
- I will only use the approved school email, or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business

### Use of School equipment out of school

- I agree and accept that any laptop and/or iPad loaned to me by the school, is provided to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue and Customs
- I will return school equipment regularly (to be agreed with ICT Administrator) to be checked and updated
- 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

### Teaching and Learning

- I will always actively supervise, or arrange for suitable supervision of pupils that I have directed or allowed to use the Internet
- I will embed the school’s online safety curriculum into my teaching, using agreed resources and materials
- I will ensure I am aware of digital safeguarding issues so they are appropriately embedded in my classroom practice
- I will only use the Internet for professional purposes when pupils are present in an ICT suite, or a classroom with Internet access

### Photographs and Video

- 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 never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance)

### Data protection

- I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school
- I will not take pupil data, photographs or video from the school premises without the full permission of the Head Teacher e.g. on a laptop, memory stick or any other removable media
- I will ensure that I follow school data security protocols when using any confidential data at any location other than school premises
- I will respect the privacy of other users’ data, and will never enter the file areas of other staff without their express permission
- 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

### Copyright

- I will not publish or distribute work that is protected by copyright
- I will encourage pupils to reference online resources and websites when they use them in a report or publication

Name..... Signed..... Date.....