



Acceptable Use Policy (AUP): Staff Agreement Form

Covers use of digital technologies in school: i.e. email, Internet, network resources, VLE, 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 / network, or other school systems.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use social networking sites for personal use and I will make no reference to school, colleagues, pupils or any events relating to school whilst using any social networking site.
- I will only use the approved, secure email system(s) for any school business.
- I will only use the approved school email; school VLE 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 Head teacher.
- 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 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.

User Signature

- 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 agree to abide by all the points above.
- I wish to have an email account; be connected to the Internet; be able to use the school's ICT resources and systems.

Signature Date

Full Name (printed)

Job title

School

Authorised Signature (Head Teacher)

I approve this user to be set-up.

Signature Date

Full Name (printed)