



Acceptable Use Agreement for Staff, Governors, Volunteers and Visitors

Acceptable use of the school's ICT systems and internet: agreement for staff, governors, volunteers and visitors.

By signing this agreement, you are confirming that:

- I will only use school digital technology resources and systems for professional purposes.
- I will not reveal my computer and email login credentials(s) to anyone.
- I will follow 'best practice' advice in the creation and use of my computer and email login credentials(s). If my computer and email login credentials are compromised, I will ensure I change it.
- I will not use anyone else's computer and email login credentials, nor seek to discover them. If a colleague does reveal them to me, I will advise them to change it.
- I will not allow unauthorised individuals to access any of the school systems.
- I will ensure all documents and digital resources are saved, accessed and deleted in accordance with the school's network, data security and confidentiality protocols.
- I will not engage in any online activity that compromises my professional responsibilities, code of conduct or professional boundaries.
- Unless I already have a relationship with the family prior to taking up my post, my personal online communication tools, including mobile phones, will not be used with pupils or parents and I will not communicate with or 'befriend' any pupil or parent using these methods, even if they have recently left or no longer use the service.
- I will use the approved email system for all email communication related to my work and will not use any personal email accounts.
- I will not browse, download or send material that could be considered offensive to colleagues or others.
- I will report any accidental access to, or receipt of, inappropriate materials or filtering breach to the school's Safeguarding Lead.
- I will not download any software or resources that may compromise the network, that breach a

user's copyright or is not correctly licenced.

- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop, notebook or other electronic device (including USB flash drive) to the network that does not have up-to-date anti-virus software.
- I will not use a personal storage device, digital camera or camera phone for taking and transferring images of children/young people or staff/volunteers without written permission, and if permission is granted, I will use those images only for their intended purpose.
- I will ensure that any personal social networking sites/blogs, Twitter, Instagram accounts etc., that I create or actively contribute to, are separate from my professional role.
- I will follow school data security protocols when using confidential data at any location.
- I will access school resources remotely (such as from home) only through approved methods and follow e-security protocols to access and interact with those resources.

I understand that:

- It is my responsibility to ensure that my use of social networking sites/blogs, etc., does not compromise my professional role, and I will ensure that my privacy settings are appropriate.
- Any computer, laptop or other electronic device loaned to me by the school is provided solely for professional use.
- Any confidential data that I transport from one location to another will be protected by encryption.
- Any information seen by me, linked to service users 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, e.g. Children's Social Care and/or the police.
- It is my duty to support a whole organisation safeguarding approach and I will alert the schools named designated safeguarding lead /relevant senior member of staff if the behaviour of any service user or member of staff/volunteer may be inappropriate or a cause for concern.
- It is my responsibility to ensure that I remain up-to-date, read and understand the online safety policies.
- All internet/network usage can be logged and this information can be made available to my line manager on request.

- Failure to comply with any aspect of this agreement could lead to disciplinary action.

Role/Job Description

Today's Date

Signed