ACCEPTABLE USE POLICY: STAFF FORM

Covers use of digital technologies in school: i.e. email, Internet, 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 only use the approved, secure email system(s) for any school business (currently C2KNI).
- 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 appropriate line manager / school named contact.
- I will not allow unauthorised individuals to access email / Internet /network, or other school / EA systems.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- 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 will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols.
- 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 system.
- I will not use personal digital cameras or mobile phones for taking images/videos of pupils or staff.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute too 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".
- I will ensure any confidential data that I wish to transport from one location to 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 (SIMS), 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 ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice.
- I understand that failure to comply with the Acceptable Use Policy 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 Acceptable Use Policy (normally an annual revisit).

I agree to abide by the school's most recent Acceptable Use Policy.

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 (primary) / Head/Deputy/ senior teacher (secondary))

I approve this user to be set-up.

Signature ……………………………….….... Date ……………………

Full Name ……………………………......…(printed)