

	Name of School	Mayflower Primary School
	AUP review Date	Summer 2021
	Date of next Review	Summer 2023
	Who reviewed this AUP?	Dee Bleach (Headteacher) and Kalshuma Begum (Lead teacher for Computing)

Acceptable Use Policy (AUP): Staff agreement 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.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. 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 email / internet / 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.
(This is currently: LGFL Mail)
- 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.
- I will not retain a copy of any data belonging to the school on any personal device.
- I will not browse, download or send material that could be considered offensive.
- 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 download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.

- 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 IT '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 London Grid for Learning advice. 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 not "speak" for the organisation unless I have express permission to do so, this covers all comments relating to the organisation. I will protect myself from identity theft If I can be linked to the organisation and act appropriately. This includes photos and status updates. Colleagues, prospective employers, parents and children may see my online information. The organisation policy is that you are not allowed to be 'friends' with young people with whom you work or have worked with in the past unless there are exceptional circumstances, e.g. child, sibling etc. Please choose your 'friends' carefully.
- 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 access school resources remotely (such as from home) only through the LGFL/school approved methods and follow e-safety protocols to access and interact with those materials.
- 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 will alert the school's named child protection officer / relevant senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.
- I will only use LA systems in accordance with any corporate policies.
- 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 it is my duty to support a whole- school safeguarding approach and will report any behaviour (of other staff or pupils) , which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.
- I understand that failure to comply with this agreement could lead to disciplinary action.



Acceptable Use Policy (AUP): Staff agreement form

User Signature

I agree to abide by all the points above.

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 wish to have an email account; be connected to the Intranet & Internet; be able to use the school’s IT 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)
