


Chacewater School – Staff AUP

	Name of school	Chacewater School
	AUP review date	September 2021
	Date of next review	September 2022
	Who reviewed this AUP?	E-safety team – David Hick, Emma Law and Shelley Hoare

Refers to the use of all digital technologies in school: i.e. e-mail, internet, network resources, VLE (Eschools), software, communication tools, equipment and systems:

- I will follow the e-safety policy (including for mobile and handheld devices).
- 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 share my passwords 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 e-mail / Internet / VLE(Eschools) / network or other school systems.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school’s network / information security policy.
- I will use an encrypted/password protected memory storage device or online platform (GDrive) to store any school documents (Teachers)
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the school approved e-mail system(s) / *communication systems* for any school business, including communication with parents. This is: Gmail. I will only enter into communication regarding appropriate school business.
- I will only use the school’s approved systems: *Eschools/Google classroom* to communicate with pupils, and will only do so for teaching & learning purposes.
- I will not browse, download or send material that could be considered offensive to colleagues.

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- I will report any accidental access to, or receipt of inappropriate materials, or any filtering breach to the E-safety team.
- I will not download any software or resources from the internet that can compromise the network or is not adequately licensed, or which might allow me to bypass filtering and security systems.
- I will check copyright and not publish or distribute any work, including images, music and videos, that is protected by copyright, without seeking the author's permission.
- I will not use my own personal digital cameras, camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the school approved system (*e.g iPads*).
- I will follow the school's policy on use of mobile phones / devices at school.
- 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 ensure, where used, that I know how to use any social networking sites / tools securely and appropriately, so as not to compromise 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", as defined by HM Revenue & Customs.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption/password, 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 that is 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.

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- I will alert the school's child protection officer (Emma Law) or appropriate senior member of staff if I feel the behaviour of any child with regard to computing and E-safety may be a cause for concern. I will log this on CPOMs.
- 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 the school's child protection officer (Emma Law) or appropriate senior member of staff at the school.
- I understand that all internet usage and network usage can be logged, and that this information can be made available *to the Head / Safeguarding Lead* on their request.
- *Staff that have a teaching role only:* I will embed the school's e-safety / digital literacy curriculum into my teaching .
- I understand that the staff 'whatsapp' group is for staff wellbeing and general ad-hoc communications. I will not use this group to communicate any serious or confidential matters regarding individual staff or children.

Acceptable Use Agreement Form: Staff, Volunteers, Governors
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User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others’ e-safeguarding and I undertake to be a ‘safe and responsible digital technologies user’.

I understand that it is my responsibility to ensure that I remain up-to-date and that I read and understand the school’s most recent E-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature Date

Full Name (printed)

Job Title / Role

Authorised Signature (Head Teacher)

I approve this user to be set-up on the school systems relevant to their role.

Signature Date

Full name: David Hick