

Woodford Church of England Primary School
Acceptable Use Agreement
All Staff, Volunteers and Governors Agreement Form

This agreement covers use of all digital technologies in school: i.e. e-mail, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- I will follow the separate acceptable use/e-safety policy (including 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 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 e-mail or other school systems.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded as necessary to ensure confidentiality.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I (as a member of staff) will only use the school approved e-mail system for school business, including communication with parents. I will only enter into communication regarding appropriate school business.
- I will only use the school's approved systems 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.
- I will report any accidental access to, or receipt of inappropriate materials, or any filtering breach or equipment failure to the Headteacher.

- 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 connect any device (including USB flash drives) to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's 'defence' systems.
- I will not use personal digital cameras or 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 school systems.
- I will follow the school's policy on use of mobile phones / devices at school and will leave phones switched off and out of the site of children in all places other than the staffroom.
- 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, 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 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.
- I will alert the Headteacher if I feel the behaviour of any child may be a cause for concern.
- 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 all Internet usage and network usage can be logged, and that this information can be made available to the Headteacher on their request.
- *Staff that have a teaching role only:* I will embed the school's e-safety / digital literacy curriculum into my teaching.

Acceptable Use Agreement Form: Staff, Volunteers, Governors

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 (Headteacher)

I approve this user to be set-up on the school systems relevant to their role (staff only unless otherwise stated)

Signature Date

Full Name (printed)

