




*Achieving, Caring & Respecting with Confidence*

**Thorpedene Primary School**

**Acceptable Use  
Agreement  
(Staff Users)**

Revised – September 2019

	<b>Name of School</b>	<b>Thorpedene Primary School</b>
	<b>AUA review Date</b>	<b>September 2019</b>
	<b>Date of next Review</b>	<b>September 2020</b>
	<b>Who reviewed this AUP?</b>	<b>K. Money Penny (School - DPL)</b>

**Acceptable Use Agreement (AUA): Staff and Community Users agreement form**

**This Acceptable Use Agreement is intended to ensure:**

- That staff and community users of school digital technologies will be responsible users and stay safe while using these systems and devices.
- That school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That users are protected from potential risk in their use of these systems and devices.
- That the revised GDPR expectations, May 2018, are clear to all staff

**Acceptable Use Agreement**

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. I understand that I have a duty to protect and secure the data and information of all pupils in my care as well as any other staff / stakeholders I may come into contact of data from.

This covers use of digital technologies in Thorpedene Primary School including but not exclusive to: email, Internet, intranet 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 LGB.
- I will not reveal my password(s) to anyone, for any device or log-in.
- I understand that my use of school systems and devices and digital communications will be monitored.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my line manager / SLT on request.
- I will only use the approved, secure email system(s) for any school business.
- I understand that data protection policy requires that any information seen by me with regard to staff, parent 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 following appropriate information requests.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will only use the school drives or an encrypted device to work on, save or transfer all school / pupil data and information that I work on. I will not save any school related work onto any personal device at any time.

- I will comply with the updated expectations of GDPR in ensuring personal information relating to all pupils, stakeholders and staff is kept confidential and secure.
  - I will not remove any school computing equipment from the site without explicit consent (Non-encrypted equipment may never leave the school site)
  - I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Computing Coordinator or the schools DPO.
  - I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems
  - I will not download or follow links in emails whilst connected to the school network unless I'm certain of the content.
  - I will not access, copy, remove or otherwise alter any other user's files, without permission.
  - I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
  - I will not install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.
  - I will not disable or cause any damage to school equipment, or the equipment belonging to others.
  - I will immediately report any damage or faults involving equipment or software, however this may have happened, to the school Computing Technician.
  - Where work is protected by copyright, I will not download or distribute copies (including music and videos).
  - I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
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- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will never store any images at home.
  - I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
  - I will not engage in any online activity that may compromise my professional responsibilities.
  - 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 browse, download or send material that could be considered offensive.
  - I will embed the school's e-safety curriculum into my teaching / working practices.
  - I will only use School and/or LA systems in accordance with any appropriate school and/or LA policies.
  - If applicable, I will use the school's Learning Platform in accordance with school advice.
  - 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 ICT 'defence' systems.
  - I agree and accept that any computer, laptop or tablet 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 failure to comply with this agreement and the Expected Working Practices (given alongside this document) the school has the right to remove my access to school systems / devices and could lead to disciplinary action.

# Thorpedene Primary School Acceptable Use Agreement (AUA)

## Staff agreement form

**This document should be read and signed in conjunction with ‘Expected working practices’ appendixes related to your role in school.**

### User Signature

I understand that it is my responsibility to ensure that I participate in all training provided, remain up-to-date and read and understand the school’s most recent e-safety policies.

I understand that it is my responsibility to ensure all documentation and data that I have on any pupils / staff remain secure and confidential at all times.

I agree to abide by all the points in the above full document.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school’s ICT resources and systems.

I understand that if I do not abide by this agreement and the attached documents (expected Working Practices) then I could be liable to disciplinary procedures.

Signature ..... Date.....

Full Name ..... (printed)

Job title .....

### Authorised Signature (Headteacher - Thorpedene Primary School)

I approve this user to be set-up and will ensure all necessary training and guidance is provided.

Signature ..... Date.....

Miss S. Walsh (Headteacher)