



Heronswood Primary School and Pre-School

Acceptable Use Agreement For Staff, Volunteers and Governors

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff, volunteers and governors will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff, volunteers and governors will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff, volunteers and governors to agree to be responsible and responsible users.

Acceptable Use Policy Agreement

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 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 / Internet / intranet / network or other school systems I have access to.
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's confidentiality protocols and data protection.
- I will not engage in any online activity that may compromise my professional responsibilities.



- I will only use the school approved e-mail system for any school business, including communication with parents. This is: Outlook. I will only enter into communication regarding appropriate school business.
- 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 Head.
- 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.
- If I use a personal digital cameras or digital devices for taking, editing and transferring images or videos of pupils or staff I will not store any such images or videos at home.
- I will ensure I only save photographs and videos of children and staff on the staff-shared drive within school.
- I will follow the school's policy on use of mobile phones.
- Mobile phones may be carried/ used for emergencies by staff when covering classes where no laptop/ lync is available.
- 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, or impact negatively on my professional standing in the community.
- 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 school's child protection officer / appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern.
- I will only use any other/LA system I have access to in accordance with its policies.
- 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 Head and 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.



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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-safety and 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.

SignatureDate.....

Full Name (printed)

Job Title / Role

Authorised Signature (Head Teacher/ Head of School (Primary))

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

Signature Date.....

Full Name (printed)