# Whitemoor Academy (Primary & Nursery)

## Acceptable Use Agreement (AUA):  All Staff

This agreement covers use of digital technologies in school: i.e. email, internet, network resources, software, equipment and systems.

- I will only use the school's digital technology resources (as defined above) 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 not allow unauthorised individuals to access email / internet / network /other school systems.

- 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 not engage in any online activity that may compromise my professional responsibilities e.g. posting inappropriate photographs on Facebook.

- I will only use the approved, secure email system(s) for any school business.

- I will only use the approved school email, school website or other school approved communication systems with pupils or parents/carers, and only communicate with them on 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 filtering breach to the appropriate member of staff / Headteacher.

- I will not download any software or resources from the internet that can compromise the network or are not adequately licensed.

- I will not connect a computer, laptop or other device (including USB flash drive) that does not have up-to-date anti-virus software to the network / internet, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.

- I will not use phones/digital cameras containing personal memory cards or camera phones for taking and transferring images of pupils or staff and will not store images at home without permission.

- 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 e.g. items purchased on eBay.

- 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 understand that all internet usage / and network usage can be logged, and this information could be made available to the Headteacher on request.

- 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 will keep the school office informed of any changes in ownership of 'loaned' equipment.

- I will ensure that shared equipment is responsibly used and maintained.

- I will not print documents for personal use via the school's systems.

- I will print professional documents responsibly at all times e.g. not printing thirty sheets to avoid having to use the photocopier.

- I am aware that any websites I view at home on equipment that is then brought into school, can result in information becoming visible on the school network, and so I will ensure that I do not access anything which would be inappropriate for young children to see.

- I understand that failure to comply with this agreement could lead to disciplinary action or removal of 'loaned' equipment.


**I agree to abide by all the points above.**

I wish to have an email account; be connected to the server & internet; be able to use the school's ICT resources and systems.

Signature ...............................………………… Date ...........................................

Full name ................................................................................. (printed)

Job title ............................................................................................................