| A red bird with black background  Description automatically generatedAcceptable Use Agreement Staff, governors, volunteers AND VISITORS SEPT 24 - SEPT 26 |
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| This agreement covers the use of digital technologies including email, internet, shared network drives, network resources, all software, electronic equipment and all systems.**Name of staff member/governor/volunteer/visitor:**By signing this agreement, you are confirming that: |

 I will only use school digital technology resources and systems for professional purposes.

• I will not reveal my computer and email login credentials(s) to anyone.

• I will follow ‘best practice’ advice in the creation and use of my computer and email login credentials(s). If my computer and email login credentials are compromised, I will ensure I change them.

• I will not use anyone else’s computer and email login credentials, nor seek to discover them. If a colleague does reveal them to me, I will advise them to change them.

• I will not allow unauthorised individuals to access any of the school systems.

• I will ensure all documents and digital resources are saved, accessed and deleted in accordance with the school’s network, data security and confidentiality protocols.

• I will not engage in any online activity that compromises my professional responsibilities, code of conduct or professional boundaries.

* Unless I already have a relationship with the family, prior to taking up my post, my personal online communication tools, including mobile phones, will not be used with pupil or parents and I will not communicate with or ‘befriend’ an pupil 0r parent using these methods, even if they have recently left or no longer use the service.

• I will use the approved email system for all email communication related to my work and will not use any personal email accounts.

• I will not browse, download or send material that could be considered offensive to colleagues or others.

• I will report any accidental access to, or receipt of, inappropriate materials or filtering breach to the school’s Safeguarding Lead.

• I will not download any software or resources that may compromise the network, that breach a user’s copyright or is not correctly licenced.

• I will not publish or distribute work that is protected by copyright.

• I will not connect a computer, laptop, notebook or other electronic device (including USB flash drive) to the network that does not have up-to-date anti-virus software.

• I will not use a personal storage device, digital camera or camera phone for taking and transferring images of children/young people or staff/volunteers without written permission, and if permission is granted, I will use those images only for their intended purpose.

• I will ensure that any personal social networking sites/blogs, Twitter, Instagram accounts etc., that I create or actively contribute to, are separate from my professional role.

• I will follow school data security protocols when using confidential data at any location.

• I will access school resources remotely (such as from home) only through approved methods and follow e-security protocols to access and interact with those resources.

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| **I understand that:**• It is my responsibility to ensure that my use of social networking sites/blogs, etc., does not compromise my professional role, and I will ensure that my privacy settings are appropriate.• Any computer, laptop or other electronic device loaned to me by the school is provided solely for professional use.• Any confidential data that I transport from one location to another will be protected by encryption.• Any information seen by me, linked to service users 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, e.g. Children’s Social Care and/or the police.• It is my duty to support a whole organisation safeguarding approach and I will alert the schools named designated safeguarding lead /relevant senior member of staff if the behaviour of any service user or member of staff/volunteer may be inappropriate or a cause for concern.• It is my responsibility to ensure that I remain up to date, read and understand the online safety policies• All internet/network usage can be logged and tracked, and this information can be made available to my line manager on request• Failure to comply with any aspect of this agreement could lead to disciplinary action.**Signed (staff member/governor/volunteer/visitor):****Date:** |