

	<b>Name of School</b>	<b>Spa Education Trust</b>
	<b>AUP review Date</b>	<b>September 2025</b>
	<b>Date of next Review</b>	<b>September 2026</b>
	<b>Who reviewed this AUP?</b>	<b>Georgina Quigley</b>

### **Acceptable Use Policy (AUP): Staff agreement form**

Covers use of digital technologies in school: i.e. 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 Spa Education Trust.
- I will ensure any use of AI is in line with DfE recommendations: [AI in Education](#)
- I will not reveal my password(s) to anyone.
- If my password is compromised, I will ensure I change it immediately. 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 students to access systems using my login.
- I will not allow students to access the internet without adult supervision and will restrict access to the internet for approved use only
- I will ensure all documents and data are managed in accordance with the whole school policy and in accordance with GDPR regulations.
- I will report any data breach to Steph Lea, Georgina Quigley or Nusrat Raja immediately
- I will only use the approved, secure email system(s) for any school business.
- I will only use the approved school email, or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will record all e mail communication with parents/carers on CPOMS
- I will not share my personal phone numbers to parents or pupils. Staff must use phones provided by the school to conduct all work-related business
- I will follow school guidelines on confidentiality of any information about pupils.
- 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 SMT.
- I will not download any software or resources that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright or breach intellectual property rights.
- I will not connect a computer, laptop or other device (including USB flash drive), 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 recommended anti-virus, firewall and other ICT 'defence' systems.

- I will not use personal digital cameras or phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will ensure any private online communication I create or contribute to, is not confused with my professional role.
- I will ensure that my social media presence is not linked to the school, that my work e mail is not linked to my accounts and that my privacy settings are checked regularly.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I agree and accept that any computer, laptop or iPad 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 will not access the school Wi-Fi on any personal devices
- I will access school resources remotely only through school approved methods and follow security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption, such as Egress Switch, 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 will embed the school's online safety curriculum into my teaching.
- I will alert the SMT and/or safeguarding lead if I feel the behaviour of any child I teach may be a cause for concern.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- 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 the designated safeguarding lead.
- I will ensure all pupil information is kept confidential if working remotely.
- I will not access pupil information in public spaces.
- I will not save any pupil information on personal devices when working remotely.
- I will ensure any devices are locked / shut down appropriately when working remotely.
- I understand that failure to comply with this agreement could lead to disciplinary action.

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I agree to abide by all the points above. I understand that it is my responsibility to ensure that I remain up to date and read and understand the school's most recent Privacy Notices, Online Safety and Data Breach policies.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Full Name (printed) \_\_\_\_\_

Job title\_\_\_\_\_