Acceptable Use Agreement: Staff, Governors and Visitors
Staff, Governor and Visitor
Acceptable Use Agreement / Code of Conduct

COMPUTING (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of COMPUTING.

All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mrs Louise Bury.

- **I will only use the school's Microsoft 365 applications and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body.**

- I will comply with the COMPUTING system security and not disclose any passwords provided to me by the school or other related authorities.

- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.

- **I will not give out my own personal details, such as mobile phone number, personal e-mail address, any social media format to pupils and parents for the use ofcommunicating school business**

- I will only use the approve**d, Microsoft 365 applications** for any school business

- **I will ensure that personal data follows the guidelines set out in the School's Data Protection Policy**

- I will not install any hardware or software without permission of the head teacher

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member.

- Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head teacher.

- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community.

- I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
- I will respect copyright and intellectual property rights.

- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional role or that of others into disrepute.

- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of COMPUTING and related technologies.

- **I understand this forms part of the terms and conditions set out in my contract of employment**

I have read and understood the St Joseph's Catholic Primary School Acceptable Use Policy (AUP) for Computing

Staff Member Name: ………………………………………………………………………………

Date: