Acceptable Use Policy (AUP) for
STAFF, ACADEMY COUNCIL, VOLUNTEERS

	Name of Academy	**Wandle Valley Academy**
	Policy review date	**June 2020**
	Date of next review	**June 2021**
	Who reviewed this policy?	**Board**

What is an AUP?

We ask all children, young people and adults involved in the life of Wandle Valley Academy to sign an Acceptable Use* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using Academy networks, connections, internet connectivity and devices, cloud platforms and social media (both when on the Academy site and outside of the Academy).

This AUP is reviewed annually, and I will be asked to sign it upon entry to the Academy and every time changes are made.

Why do we need an AUP?

All staff, academy council and volunteers have particular legal/professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the Academy's approaches, strategy and policy as detailed in the full Online Safety Policy.

Where can I find out more?

All staff, academy council and volunteers should read Wandle Valley Academy full Online Safety Policy.

If you have any questions about this AUP or our approach to online safety, please contact Charlotte Finning, Designated Safeguarding Lead and Attendance Officer - cfinning@wandlevalleyacademy.org.uk

What am I agreeing to?

1.   (This point for Staff and Academy Council): I have read and understood Wandle Valley Academy's full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.

2.   I understand it is my duty to support a whole-Academy safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult).

3.   I understand the responsibilities listed for my role in the Academy's Online Safety policy (staff please note that the 'all staff' section applies as well as any other category) and agree to abide by these.

4.   I understand that Academy systems and users are protected by security, monitoring and filtering services, and that my use of Academy devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, is monitored/captured/viewed by these systems and/or relevant/authorised staff members.

5.   I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media, e.g. by:

- not sharing other's images or details without permission
- refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the Academy community or not.

6.   I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than Academy-approved and Academy-monitored ways, which are detailed in the Academy's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same to the Headteacher.

7.   Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to Academy, I will not do it.

8.   I understand the importance of upholding my online reputation, my professional reputation and that of the Academy), and I will do nothing to impair either. More guidance on this point can be found in this [Online Reputation](#) guidance for schools and in Wandle Valley Academy social media policy/guidance.

9.   I agree to adhere to all provisions of the Academy Data Protection Policy at all times, whether or not I am on site or using an Academy device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify Toni Ahmet, HR Officer if I suspect a breach. I will not store Academy-related data on personal devices, storage or cloud platforms. USB keys, where allowed, will be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.

10.   I will use Academy devices and networks/internet/platforms/other technologies for Academy business and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.

11.   I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the Academy. I will not browse, download or send material that is considered offensive or of an extremist nature by the Academy.

12. I understand and support the commitments made by pupils, parents and carers and fellow staff, academy council and volunteers in their Acceptable Use Policies and will report any infringements in line with Academy procedures.

13. I will follow the guidance in the Online Safety Policy for reporting incidents – I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handing incidents and concerns about a child in general, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.

14. I understand that breach of this AUP and/or of the Academy's full Online Safety Policy may lead to appropriate staff disciplinary action and where appropriate, referral to the relevant authorities.

To be completed by the user

I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the Academy's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: _____

Name: _____

Role: _____

Date: _____

To be completed by Lynda Harris/PLT IT Support Team

I approve this user to be allocated credentials for Academy systems as relevant to their role.

Systems: _____

Additional permissions (e.g. admin) _____

Signature: _____

Name: _____

Role: _____

Date: _____