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| **C:\Users\jboutflour\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KEL5UWN6\eagle logo.jpg** | **School** | **Federation Of St John’s CE Primary School & St Pauls (Whitechapel) C Of E Primary School** |
| **AUP review Date** | **September 2019** |
| **Date of next Review** | **July 2020** |
| **Who reviewed this AUP** | **Executive Head - Terry Bennett** |

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

Covers use of digital technologies in school and for accessing school information outside of 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 the Head and Governing Body.
* I will not reveal my password(s) to anyone.
* If my password is compromised, I will ensure I change it. 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 unauthorised individuals to access email / Internet / intranet / network, or other school / LA 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.
* I will only use the approved, secure email system(s) for any school business.
(Which is currently: LGFL staffmail)
* I will only use the approved school email, school MLE 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 SMT or the ICT-coordinator (John Boutflour).
* I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
* I will not publish or distribute work that is protected by copyright.
* I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet 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 **smartphones** for taking and transferring images of pupils and I will not store any images of pupils at home.
* I will use the school’s Learning Platform in accordance with school / and London Grid for Learning advice.
* I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
* 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.
* 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 will **embed the school’s online safety curriculum into my teaching**.
* I will only use LA systems in accordance with any corporate policies.
* I understand that all Internet usage / and network usage can be logged and this information could be made available to the SMT on request.
* Any data loss or breach must be reported immediately to SMT.
* I understand that failure to comply with this agreement could lead to disciplinary action.

**User Signature**

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 online safety policies.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school’s ICT resources and systems.

Signature Date

Full Name (printed)

Job title

School

**Authorised Signature (Head Teacher (primary)**

I approve this user to be set-up.

Signature Date

Full Name (printed)