Emerson Park Academy

**ACCEPTABLE USE POLICY
(AUP – All Members of Staff, Governors,
Volunteers Agreement)**

Reviewed: March 2023
Next Review date: March 2026

Acceptable Use Agreement: All Staff, Volunteers and Governors

The Academy's Acceptable Use Policy/Agreement covers the use of all digital technologies within the Academy: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, 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 Teacher and Governing Board.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it and will not use anyone else's password if they reveal it to me and will advise them to change it. I will make a password with uppercase, lowercase, number and special character.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems, or any of the local authority systems I have access to.
- I will not open any suspicious e-mail attachment and delete the e-mail immediately and will make the ICT Support team aware.
- I will turn off all electrical appliances off, close windows and lock doors at the end of each day.
- If I see or notice anything broken or not working in the ICT Class room, I will make the ICT Support Team aware immediately.
- I will lock my PC if I am not in my class room or Office and will shut down my PC at the end of each day.
- I will ensure all documents and data are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.
  This is currently: LGfL Staff Mail and EPA Google mail.
- I will only use the approved email system LGfL Staff Mail and EPA Google mail with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the Academy.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Head Teacher/Line Manager and equipment failure to the Technical Support team.
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive) to the network without checking with the ICT Team in accordance with school anti-virus software, and will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other ICT 'defence' systems available by liaising with the Technical Support team. I will not connect my personal Laptop or PC to the school Network using Ethernet cable.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.

- I will follow the school's policy on use of mobile phones / devices at school and will only use them in staff areas.
- If I need to access the Academy's Wi-Fi, I will contact the Academy's ICT Support Team for access/permission.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the M-Drive within school.
- I will use the school's Learning Platform in accordance with school protocols.
- I will ensure that any private social networking sites / blogs that I create or actively contribute to, are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise 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 return any school equipment loaned to me if I left the Academy.
- I will only access school resources remotely (such as from home) using the LGfL approved system and follow e-security protocols to interact with them.
- 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 the 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; where then I will follow the GDPR rules in place.
- I will alert the Academy's Designated Safeguarding Team or a member of the Senior Leadership Team, if I feel the behaviour of any child may be a cause for concern.
- I understand 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 Academy's Designated Safeguarding Team or a member of the Senior Leadership Team,
- I understand that all Internet and network traffic / usage can be logged and this information can be made available to the Head Teacher on their request.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I will only use any Local Authority system I have access to in accordance with their policies.
- *Staff that have a teaching role only:* I will embed the school's on-line safety / digital literacy / counter extremism curriculum into my teaching.
- I understand that if I bring volunteers into the school, that I am responsible for giving them this policy and ensuring they read and sign it.
- I understand that it is my responsibility to ensure any volunteer I bring into the Academy, read and sign this policy under my supervision.

| **Acceptable Use Policy (AUP): Agreement Form** |
| **All Staff, Volunteers, Directors** |

User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature .... Date ....

Full Name .... (printed)

Job title / Role ....

Authorised Signature (Head Teacher)/ (Line Manager)

I approve this user to be set-up on the school systems relevant to their role

Signature .... Date ....

Full Name .... (printed)