



Staff Acceptable Use Policy and Agreement

This policy covers the use of digital technologies in school: i.e. email, internet and network resources, software, equipment and systems.

- I will only use Old Cleve Primary Academy' digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head teacher and governing body.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email/internet/network or other systems used by Old Cleve Primary Academy.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the Academy'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 academy business. (Currently Outlook Web access email)
- I will only use the approved academy email system with pupils or parents/carers, and only communicate with them on appropriate academy 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 the appropriate line manager / academy named contact.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device, 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 academy's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use a USB flash drive at the Academy and make use of the school VPN (staff shared etc) for saving and accessing files
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- 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 academy, is provided solely to support my professional responsibilities and that I will notify the academy of any "significant personal use" as defined by HM Revenue & Customs. This laptop must be logged off or locked screen when leaving it unattended, even for short periods of time
- 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 academy'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 academy's e-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 my manager on request.
- I understand I should not use “jailbroken phones” to access work emails
- I will ensure that all personal devices have the latest software installed
- I understand that only legitimate apps must be installed on any device I access work emails from and if I was to sell this device, I will ensure they are wiped back to factory settings
- I understand that failure to comply with this agreement could lead to disciplinary action.
- I will not use a Smart Watch during my working hours. I understand that if I wear a smart watch, it must be silenced and not used unless on my break and no children are present
- If I sell or dispose of any owned device that I have accessed anything Academy related through, e.g emails, server, then I will ensure all of the data is restored to factory settings before I dispose/sell this.

User Signature

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

I agree to abide by all the points above.

Signature Date

Full Name (printed)

Job title