



## **Meadowdale Academy Staff Acceptable Use Agreement**

- 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 use the school's digital technology for personal use.
- I will not use the school's digital technology for social networking or media.
- 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. 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.
- 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 for any school business. (This is currently [name@northumberland.gov.uk](mailto:name@northumberland.gov.uk))
- I will only use the approved school email; school Learning Platform or other school approved communications systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- Use of a school email account for personal business is strictly prohibited.
- You are also encouraged to delete or move emails to a separate folder which contain personal or sensitive information. This reduces the risk of an unauthorised disclosure.
- Family members are prohibited to use your school email account.
- 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/school 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 download and install my own software without permission to do so.
- I will not publish or distribute work that is protected by copyright.
- I will not connect any electronic 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 camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will use the school's Learning Platform in accordance with school protocols.
- 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 electronic device loaned to me by the school, is provided solely to support my professional responsibilities.



- 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 the law to disclose such information to an appropriate authority.
- I will alert the school's named child protection officer/relevant senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.
- I understand that 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 a senior member of staff/named child protection officer at the school.
- Mobile devices cannot be used in any classroom or main areas of the school, only in designated areas.
- I will turn Bluetooth off on my phone.
- I understand that failure to comply with this agreement could lead to disciplinary action.

**Photographs**

At times we like to use photographs of what is happening within school. At times these may include yourself. As a result they could be used for promotional, marketing, display or website purposes. You also will be requested to have a staff photo taken which will then be displayed on the staff members board. If you do not wish this to happen please tick the box.

I do not wish to be photographed.

**Acceptable Use Policy (AUP) Agreement**

I agree to abide by all the points above. I also understand that it is my responsibility to adhere to and stay up to date with the schools most recent E-Safety policy.

Signature ..... Date.....

Full Name ..... (Printed)

Job Title .....

School .....

**Authorised Signature (Head Teacher/Deputy Head/ Assistant Head)**

Signature ..... Date.....

Full Name ..... (Printed)