



Acceptable Use Policy for Staff, Governors and Volunteers Spring 2019

I have read and understood the school's *Online Safety Policy* and agree to abide by the approaches and guidance outlined therein both for my behaviour as an adult and for enforcing the rules for pupils. I will report any breaches or suspicions (by adults or children) in line with school policy without delay.

I understand the responsibilities listed for my role in the school's *Online Safety Policy* and agree to abide by them.

I understand my duty to support a whole-school safeguarding approach and support the principle that 'safeguarding is a jigsaw' and that my concern might 'complete the picture' if I report it. Consequently I will report any behaviour – staff or pupils - which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (DSL) or the Headteacher

I will follow the guidance in the *Online Safety Policy* for reporting incidents but also any concerns I might think are unimportant –I have read the sections on handling incidents and concerns about a child in general, youth produced sexual imagery (sexting), bullying, sexual violence and harassment, misuse of technology and social media. I have read *Keeping Children Safe in Education* (2018).

I understand that the internet and devices used in school, school-owned devices and networks out of school may be subject to filtering and monitoring.

I have read the school's *Use of Social Media Policy*. I understand my professional responsibilities and will promote positive online safety. I will model safe, responsible and positive behaviours in my own use of technology, including social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers. If I am not sure if I am allowed to do something, I will not do it.

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

I understand the importance of upholding my online reputation, of the school and of the teaching profession and I will do nothing to impair either.

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

I agree to adhere to all provisions of the school *Data Protection* and *GDPR* policies at all times, (on-site or off-site or using a school or non-school device) and will ensure I do not access, nor attempt to access, store or share any data which I do not have express permission for.

I will respect copyright and intellectual property rights.

I will protect my passwords/logins and I will immediately change passwords and notify the Headteacher if I suspect a breach.

I understand that the recording, taking and sharing of images, video or audio on a mobile phone is not authorised unless it has been agreed by the Headteacher, then uploaded to the school network and deleted from the mobile device.

I will not store school-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.

I will use school devices and networks/internet/platforms/other technologies for school business and I will not use these to access material that is illegal or in any way inappropriate for an education setting.

I will only use the school's approved staff e-mail system – London Grid for Learning – for school business including communication with parents.

I will not attempt to bypass security or monitoring, I will look after devices loaned to me, and will notify the school of "significant personal use".

I will report any accidental access to, receipt of inappropriate materials, or any filtering breach to the DSL or Headteacher.

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

I understand and support the commitments made by pupils, parents, colleagues, governors and volunteers in their *Acceptable Use Policies* and will report any infringements in line with school procedures.

I understand that breach of this AUP and/or of the school's full Online Safety Policy here may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

To be completed by Governors/Staff/Volunteers

Signature: _____

Name: _____

Role: _____

Date: _____