




AUP (STAFF): ACCEPTABLE USE POLICY FOR ICT

All staff are required to read the following document and sign by way of agreement. This is effectively an aide memoire. For further guidance on your legal obligations and for advice in dealing with any ICT related issue please refer to the E-Safety detailed policy or contact IT Support. For each of these rules, the Headteacher reserves the right to grant permission in individual cases.

1. **I will ensure that I comply with the requirements of GDPR** based on the guidance that has been provided and is accessible on the website and if in doubt will speak with the school's Data Controller for guidance.
2. **I will keep all passwords secure and insist that students do the same.** Never share passwords. If you suspect someone knows one of your passwords, change it immediately. Other than in cases of hacking, you remain responsible if others log in to any site using your username and password. Nobody must use your device if it is logged into your account
3. **I am aware that if I choose to use any personal device, memory stick or storage device then this must be protected by either a password known only to me or biometric.** I accept that using an email app, ICT staff could be given written authorisation by the Headteacher to reset my phone to factory settings deleting all personal data on it. ICT staff do not have any access to phone data and can at no time see what the phone is being used for. I will ensure any device used is up to date with anti-virus protection.
4. **I will lock or log out of any device if left unattended and insist students do the same.** Press CTRL + ALT + DELETE and choose to 'Lock my computer' /  L/or close the lid of a laptop if you leave a device unattended. Confidential information such as SIMS and emails must not under any circumstances be accessible by students. Any confidential information printed out must be protected and finally shredded.
5. **I will return all IT equipment to a locked cupboard or to IT support when not in use.** We cannot claim insurance for IT equipment which is taken WITHOUT forced entry. If you see any IT equipment that could be taken without forced entry you should secure it. You may be expected to pay towards repairs or replacement if damage is caused by lack of reasonable care.
6. **I will not contact a student using my personal phone or give a student my number.** A 'School' phone is a mobile or line owned and monitored by the school and should be used. Personal mobile or phone numbers MUST NEVER be given out or used unless the safety of the student is directly at risk (in such cases, senior staff should be informed at the earliest opportunity and any record of the number removed from the device).
7. **I won't endorse students, staff or Governors use of personal email accounts.** Governors, staff and students are issued with a school owned email account and this is the one that should be used without exception.
8. **I understand that email is a written record and copies can be requested.** I will always be polite and not include inappropriate or derogatory content. I will take time to check who I am sending to and will not add in new recipients before considering the whole past trail.



9. **I will only ever use 'school' online accounts to contact any student directly.** *A 'school' online account is any social media or other account owned by the school such as our email and O365 or any site which has been set up with at least two staff as administrators with full access, one a post holding teacher. You must lock down your personal account so that only minimal information can be accessed by students. Ask for specific advice about any site.*
10. **I will enforce the student AUP correctly to help keep children safe.** *We want to encourage students to use ICT in responsible and safe ways, this is everyone's responsibility.*
11. **I will never use working hours for any personal IT use.** *All staff can use school IT equipment on site and off site including at home. During school hours, IT cannot be used for personal browsing, personal shopping, personal gaming, personal advertising through SMART email systems or personal social media. Accessing material unsuitable for use in schools due to offensive or adult rated content on a school device at any time may lead to disciplinary measures.*
12. **I will never knowingly infringe copyright or endorse or encourage others to do so.** *It is your responsibility to make sure that any audio, video, images, text or software you use is not in breach of copyright.*
13. **I understand that any files or media created, uploaded or downloaded using school software, network or equipment remains the property of the school and may be monitored or withdrawn at any time without notice.** *For additional security, if it is felt necessary to view your history or files without your permission then this will only be done by the network manager under direct request from the Headteacher or Leadership Team member in charge of E-Safety.*
14. **If I become aware of any member of staff accidentally or knowingly breaking the conditions of the AUP I will immediately inform a senior leader.** *Our normal procedure would be to discuss the issue at the first opportunity and to assume a genuine error had occurred.*
15. **I understand E-Safety is everyone's responsibility and I will regularly role model safe use and enforce the use of the student AUP.** *Encourage students to use ICT wherever it helps learning, and keep trying new approaches so they can benefit fully, but at the same time ensure they follow rules to keep them safe.*
16. **I understand images or videos of staff or students can only be shared if the subjects have authorised it.** *Parents are asked each year for their authorisation. Any copies not shared (e.g. in a shared drive) must be deleted at the earliest opportunity.*

Staff initials _____

I confirm I have read and agree with this AUP _____

Date _____