



### ***Sutton Primary School Staff Acceptable Use Policy (AUP)***

I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities. 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 management information 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 understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.

#### **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.
- use the approved, secure email system(s) for all school business with pupils or parents/carers and only communicate with them on appropriate school business.
- ensure all documents, data etc. are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- report any accidental access to, or receipt of inappropriate materials, or filtering breach to the e-Safety Coordinator, Designated Person for Child Protection or Headteacher, as appropriate
- use the school's Learning Platform in accordance with school and Local Authority advice.
- ensure that any private social networking sites / blogs etc that I create or actively contribute to do not compromise and are not confused with my professional role.
- 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.
- will promote e-safety with pupils in my care and will help them to develop a responsible attitude to their use of ICT.

#### **I will not**

- share or reveal my password(s) to anyone.
- allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- engage in any online activity that may compromise my professional responsibilities
- allow children to logon using my username and password
- browse, download or send material that could be considered offensive, illegal or discriminatory.
- download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software.

- use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and
- I will not store images at home without permission.

I understand that once I sign this document, failure to comply with this agreement could lead to disciplinary action.

**Name:**

**Signed:**

**Date:**