



IT Acceptable User Agreement

For all staff, governors and external contractors
accessing the schools' networks on site or remotely

School: Wallisdean Federation

Date: September 2018

Our schools promote the positive use of technology in school and assist in developing pupils' knowledge and understanding of digital devices and the Internet. We ensure that our schools' IT networks are robust and resilient and staff have a duty of care to safeguard pupils when using technology in school. Any misuse of technology by a pupil or member of staff must be reported to the Designated Safeguarding Officer, so an investigation can take place.

This is the Acceptable User Policy (AUP) for our schools. It highlights the do's /don'ts of using all technology in school and shows how we want staff to behavior when using IT. The AUP covers the following legislation:

- Malicious Communications Act
- 1988 Data Protection Act 1998
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

Please read carefully and sign at the bottom to show you agree to these terms.

Using Technology in School

- I will only use school IT systems, external logins and email for school related purposes. Other use will be with the permission of a SLT teacher.
- I will monitor the use of all IT in school and report any inappropriate use by pupils or staff to the Designated Safeguarding Officer (DSO).
- I will not search for, view, download, upload or transmit any material which could be considered illegal, offensive, extremist defamatory or copyright infringing.

Security, Passwords & Copyright

- I will not divulge any school related passwords and I will comply with school IT security procedures.
- I will use school email systems for school related communications. I will not use personal accounts for school business.
- I will ensure that personal data is stored securely and in line with the Data Protection Act. I will follow school policy with regard to external logins, encrypted data and not storing school material on personal IT equipment unless stated otherwise.
- I will not install software onto the network or mobile devices unless supervised by the IT Leader(s) or IT Consultant.

Social Media

- I must maintain my professionalism at all times when using personal social media and not bring the schools or my profession into disrepute by posting unsuitable comments or media when using these sites.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will only use authorised school social media accounts to post information to pupils or parents.

Mobile Technologies

- I will ensure that my mobile phone and any other personally-owned device is switched off when I have directed time with pupils. I will only make or receive calls in specific places e.g. staffroom, workroom
- I will not contact any parents or pupils on my personally-owned device.
- I will not use any personally-owned mobile device to take images, video or sound recordings.

Online Professionalism

- I am aware that all network and Internet activity is logged and monitored and that the logs are available to SLT in the event of allegations of misconduct.
- I will not write or upload any defamatory, objectionable, copyright infringing or private material, including images and videos, of pupils, parents or staff on social media or websites in any way which might bring the schools into disrepute
- I will make sure that my Internet presence does not bring the teaching profession into disrepute and that I behave online in line with the Teacher Standards (2012) and other guidelines from the DfE.
- I will champion the schools' e-Safety Policy and be a role model for positive and responsible behaviour on the schools' network and the Internet.
- I will not give my home address, phone number, mobile number, personal social networking details, personal or school email address to pupils. All communication with parents should be done by authorized school contact channels (eg email via adminoffice@wallisdean.....)
- Photographs of staff, pupils and any other members of the school community will not be used outside of the internal school IT network unless written permission has been granted by the subject of the photograph or their parent/guardian. I will ask the permission of the Executive Head Teacher (on site) or the proprietor of the building (off site) prior to taking any photographs.

Signed: _____

Name: _____

Date: _____
