LONDON
GRID FOR LEARNING

St John of Jerusalem
Church of England Primary School

	Name of School	**St John of Jerusalem COE Primary School**
	AUP review Date	
	Date of next Review	
	Who reviewed this AUP?	

Acceptable Use Agreement: All Staff, Volunteers and Governors

Covers use of all digital technologies in school: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, equipment and systems.

- 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 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, or other school systems, *or any Local Authority (LA) system I have access to.*

- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security policy.

- I will not engage in any online activity that may compromise my professional responsibilities.

- I will only use the approved email system(s) for any school business.
  This is currently: [*LGfL StaffMail / name system*]

- I will only use the approved *[email system (London Mail/ TrustMail)*, *Learning Platform (XXX) and school approved communication systems]* with pupils or parents/carers, and only communicate with them on appropriate school business.

- 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 or equipment failure 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 might allow me to bypass the filtering and security system or are not adequately licensed.

- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.

- I will not connect any device (including USB flash drive), to the network 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 and other ICT 'defence' systems*.

- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.

- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the *appropriate system or staff-only drive within school*.

- I will follow the school's policy on use of mobile phones / devices at school and *will not take into classrooms / only use in staff areas / only use when XXX*.

- 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 will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.

- I will only access school resources remotely (such as from home) using the *LGfL / school approved system* and follow e-security protocols to interact with them.

- 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 law to disclose such information to an appropriate authority.

- I will alert *[the schools named]* child protection officer / appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern.

- *I will only use any LA system I have access to in accordance with their policies.*

- 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.

- I understand that all Internet and network traffic / usage can be logged and this information can be made available *to the Head / Safeguarding Lead* on their request.

- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.

- *Staff that have a teaching role only:* I will embed the school's e-safety / digital literacy curriculum into my teaching.

Acceptable Use Policy (AUP): Agreement Form

All Staff, Volunteers, Governors

User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature .... Date ....

Full Name .... (printed)

Job title / Role ....

Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature .... Date ....

Full Name .... (printed)