



ACCEPTABLE USE AGREEMENT - STAFF

Technology acceptable use agreement for staff

Whilst our school promotes the use of technology, and understands the positive effects it can have on enhancing pupils' learning and community engagement, we must also ensure that staff use technology appropriately. Any misuse of technology will not be taken lightly and will be reported to the headteacher in order for any necessary further action to be taken.

This acceptable use agreement is designed to outline staff responsibilities when using technology, whether this is via personal devices or school devices, on or off the school premises, and applies to all staff, volunteers, contractors and visitors.

Please read this document carefully, and sign below to show you agree to the terms outlined.

1. Using technology in school

- I will only use ICT systems which have been permitted for my use by the headteacher, such as:
 - Computers.
 - Laptops.
 - Tablets.
- I will only use the approved email accounts that have been provided to me.
- I will not use personal emails to send and receive school data or information.
- I will not share sensitive personal data with any other staff, pupils or third parties unless explicit consent has been received.
- I will ensure that any personal data is stored in line with the UK GDPR.
- I will delete any chain letters, spam and other emails from unknown sources without opening them.
- I will ensure that I obtain permission prior to accessing teaching materials from unapproved sources.
- I will only use the internet for personal use during out-of-school hours, including break and lunch times.
- I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
- I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.
- I will not install any software onto school ICT systems unless instructed to do so by the Computing co-ordinator, headteacher or deputy headteacher.
- I will ensure any school-owned device is protected by anti-virus software and that I check this on a weekly basis.

- I will only use recommended removable media and will keep this securely stored in line with the UK GDPR.
- I will only store data on removable media or other technological devices that have been encrypted or pseudonymised.
- I will only store sensitive personal data where it is absolutely necessary and has been encrypted.
- I will give removable media to the Computing co-ordinator/online safety officer for safe disposal once I am finished with it.

2. Mobile devices

- I will only use school-owned mobile devices for educational purposes.
- I will only use personal mobile devices during out-of-school hours, including break and lunch times. The only exception to this is where people need to access CPOMS via the authenticator.
- I will ensure that personal mobile devices are either switched off or set to silent mode during school hours and will only make or receive calls or send messages in specific areas, e.g. the staffroom. This includes smart watches, which must have notifications silenced during school hours.
- I will ensure personal mobile devices are not out, in view of the children, during lesson times.
- I will not use personal mobile devices to take photographs or videos of pupils or staff – I will seek permission from the headteacher before any school-owned mobile device is used to take images or recordings.
- I will not use mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the Wi-Fi system using personal mobile devices unless permission has been given by the headteacher or online safety officer.
- I will not use personal or school-owned mobile devices to communicate with pupils or parents (other than using Class Dojo to communicate with parents).
- I will not store any images or videos of pupils, staff or parents on any mobile device unless consent has been sought from the individual(s) in the images or videos.
- In line with the above, I will only process images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will ensure that any school data stored on personal mobile devices is encrypted and pseudonymised, and give permission for the online safety officer to erase and wipe data off my device if it is lost or as part of exit procedures.

3. Social media and online professionalism

This section of the agreement links closely to the staff code of conduct and the social networking policy. It is the responsibility of all staff to ensure they are aware of the contents of these policies and follow them.

It also links closely to part two of the teacher standards: personal and professional conduct. This states that staff will uphold public trust and maintain high standards of ethics and behaviours within and outside of school.

- If I am representing the school online, e.g. through blogging or on a school social media account, I will express neutral opinions and will not disclose any confidential information regarding the school, or any information that may affect its reputability.
- I will not use any school-owned mobile devices to access personal social networking sites, unless it is beneficial to the material being taught; I will gain permission from the headteacher before accessing the site.
- I will not communicate with pupils over personal social networking sites.
- I will not accept 'friend requests' or 'follow requests' from any pupils or over personal social networking sites.
- The school understands that some staff may have personal friendships with, or relations to, parents of pupils in school. Where this is the case, staff will consider carefully the nature of this friendship and whether they wish to have them as 'friends' on social media. Where they do, they will be mindful of any issues that could arise from being 'friends' with them on social media.
- Where staff are 'friends' with parents (or any other stakeholders) on social media, they will ensure their social media accounts remain appropriate and professional at all times.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts on any social networking sites that may affect the school's reputability. Examples may include (but are not limited to), expressing political views, expressing views on any current affairs or posting disparaging messages about people or groups or people.
- I will not post or upload any defamatory, objectionable, copyright-infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post or upload any images and videos of pupils, staff or parents on any online website without consent from the individual(s) in the images or videos.
- In line with the above, I will only post images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will not give my home address, phone number, mobile number, social networking details or email addresses to pupils or parents – any contact with parents will be done through authorised school contact channels.

4. Working from home or accessing data anywhere away from school

- I will adhere to the principles of the UK GDPR when working from home or anywhere away from school. This will include taking care to ensure data or information is not visible to members of the public.
- I will ensure I obtain permission from the headteacher and Data Protection Officer (DPO) before any personal data is transferred from a school-owned device to a personal device.
- I will ensure any data transferred from a school-owned device to a personal device is encrypted or pseudonymised.
- I will ensure any sensitive personal data is not transferred to a personal device unless completely necessary – and, when doing so, that it is encrypted.
- I will ensure my personal device has been assessed for security by the DPO and online safety officer before it is used for lone working.

- I will ensure no unauthorised persons, such as family members or friends, access any personal devices used for lone-working.
- I will act in accordance with the school's Online Safety Policy when transporting school equipment and data.

5. Class Dojo

- When using Class Dojo to communicate with parents, I will do so in a professional manner at all times.
- I understand that I am under no obligation to check, or respond to, Dojo messages received out of staff working hours. Dojo messages should be checked before pupils arrive in the morning and at the end of the day.
- Staff must not send or reply to Dojo messages during lesson time (unless they are off timetable).
- Should a parent use Dojo messaging inappropriately, for example being abusive or aggressive or making accusations, then staff must inform the headteacher immediately for advice and record this on CPOMS. Should the headteacher not be available, the deputy headteacher should be informed.

6. Training

- I will ensure I participate in any online safety training offered to me, and will remain up-to-date with current developments in social media and the internet as a whole.
- I will ensure that I allow the online safety officer and Data Protection officer to undertake regular audits to identify any areas of need I may have in relation to training.
- I will ensure I employ methods of good practice and act as a role model for pupils when using the internet and other digital devices.
- I will ensure that I deliver any training to pupils as required.

7. Reporting misuse

- I will ensure that I adhere to any responsibility I have for monitoring, as outlined in the Online Safety Policy, e.g. to monitor pupils' internet usage.
- I will ensure that I report any misuse by pupils or staff members breaching the procedures outlined in this agreement to the headteacher.
- I understand that my use of the internet will be monitored by the online safety officer and recognise the consequences if I breach the terms of this agreement.
- I understand that the headteacher may decide to take disciplinary action against me, in accordance with the Disciplinary Policy and Procedure, if I breach this agreement.

REVIEW & AMEND AS NECESSARY ANNUALLY – SEPTEMBER 2025 (MOST RECENT REVISION JUNE 2024)