

Chorlton C of E Primary School Acceptable Use Agreement (AUA): Staff and Volunteers

Chorlton CE will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Agreement:

- I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.
- I recognise the value of the use of digital technology for enhancing learning and will ensure that students/pupils receive opportunities to gain from the use of digital technology.
- I will educate pupils in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems and devices are intended for educational use and that I will not use the systems/devices for personal or recreational use.
- I understand that all devices must be password protected and I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I understand that personal devices should not be used in class. Specifically, mobile phones, must not be on your person and should be stored (on silent) in a bag, cupboard or secure space. Mobile phones (and other personal devices) should only be used during breaks or PPA in the staffroom and when children are not present.
- I understand that photos, videos or sensitive data must not be taken or stored on personal devices.
- I understand that the use of USB or other portable storage devices (used to transfer data) is prohibited.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will immediately report any concerns regarding inappropriate use of personal data and/or any breach of the Data Protection Act 2018 and/or UK GDPR to the Data Controller (School Business Manager).
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I will be professional in my communications and actions when using school systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission e.g. google drive link shared
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images.
- Where these images are published on the school website I will ensure it will not be possible to identify by full name, or other personal information, those who are featured.

- I will only communicate with pupils and parents/carers using official school systems (professional email account, Seesaw) Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up and saved in an appropriate location.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not disable or cause any damage (through misuse or neglect) to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this AUA applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises.
- I understand that if I fail to comply with this AUA, I could be subject to disciplinary action. This could include a warning, a suspension, disciplinary action and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems and devices (both in and out of school) within these guidelines.

Signed: _____

Print Name: _____

Date: _____