

Staff 'Acceptable Use' Agreement



Computers and tablets are provided by the school to enable school staff to better plan and deliver the curriculum. These items remain the property of the school, and are provided for professional purposes. All adults using school-owned technology of any kind and at any time are asked to agree to abide by the terms of this 'Acceptable Use' agreement.

Expectations for adults using school-owned computers, tablets and other technology:

- To log-on using your own username and password only, and to log out or 'hibernate' the computer when it is not in use
- To not allow others, either adults or children, to use your log-in details
- To not allow family members or friends to access school-owned computers/tablets
- To use all school-owned technology primarily for professional purposes
- To ensure that school-owned technology is not used for anything illegal, immoral or that could in any way bring your own professional reputation or the reputation of the school into disrepute.
- To ensure that the tone and content of emails sent between staff members or to external agencies and other contacts is always appropriate and professional
- To ensure your online behaviour is such that it could be held up as an example to the children for whom you are responsible
- To take appropriate care of all equipment and to report any faults or problems to either the school's Computing lead or the school's technician
- To, as much as is reasonable, ensure internet connections being used are safe and have appropriate filters in place when using school-owned equipment off-site
- To not delete or attempt to circumvent any filters, firewalls or monitoring software fitted to the machine for its protection
- To be vigilant when using unfamiliar memory sticks and other devices which could contain viruses or content that is inappropriate or illegal
- To not use personal devices for school work which involves any sensitive or confidential information, including the taking and storing of photographs of children. Photographs/videos should never be made or stored using personal equipment
- To not store any sensitive or confidential data or information on school-owned machines where it could be accessed easily in the event of the device being lost or stolen
- To not store videos or photographs of children on any device that will leave the premises. All images of children should be stored securely on the school's secure network only
- To respect copyright online and to not download content illegally
- To download software or apps onto computers or other devices for educational purposes only
- To be aware that all school-owned devices capable of accessing the internet will be fitted with 'netsupport', a program which allows the device to be monitored remotely

Signed (staff member):

