

	Name of School	Corbets Tey School
	Last reviewed	04/03/2019
	Date of next review	04/03/2020
	Governor Signature	Governor Name: Julie Lamb Governor Signature: 

Acceptable Use Policy Agreement (AUP): Staff

What is an AUP?

We ask adults involved in the life of Corbets Tey School to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and I will be asked to sign it upon entry to the school and every time changes are made.

Why do we need an AUP?

All staff, governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy.

Where can I find out more?

All staff, governors and volunteers should read the school's full Online Safety Policy, which can be found on the shared staff network 'T' drive and on the school's website:

www.corbetsteyschool.org.uk/about-the-school/policies

If you have any questions about this AUP or our approach to online safety, please speak to the School Business Manager

What am I agreeing to?

1. I have read and understood the school's full **Online Safety Policy** and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.
2. I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the **Designated Safeguarding Lead, Emma Allen**
3. I understand the responsibilities listed for my role in the school's **Online Safety Policy** (*staff please note that the 'all staff' section applies as well as any other category*) and agree to abide by these.
4. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school.

5. I will not engage in any online relationship or activity that may compromise my professional responsibilities. I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, students or other parents/carers.
6. I understand the importance of upholding my online reputation and that of the school and I will do nothing to impair either. I will be professional and responsible during communication using other communication systems and social networking sites such as Facebook, Twitter etc. 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.
7. I will only use the approved school email or other school approved communication systems with parents/carers, when communicating on appropriate school business.
8. I will not contact or attempt to contact any student or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's **Online Safety Policy**. I will report any breach of this by others or attempts by students to do the same (see **Whistleblowing Policy**).
9. Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full **Online Safety Policy** and **Mobile Phone Policy**. If I am not sure if I am allowed to do something in or related to school, I will not do it.
10. More guidance on this point can be found in the **Online Safety Policy** and **School Social Media Policy**.
11. I will not use personal digital cameras or camera phones for taking and transferring images of students or staff without permission (see **Mobile Phone Policy**).
12. I will ensure that any computer I am working on is locked or logged off when unattended and I will never use a computer that is left logged on as another member of staff.
13. I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
14. I will only use the approved, secure email system(s) for any school business. (Which is currently: LGFL Staffmail)
15. I understand that school systems and users are protected by security, monitoring and filtering services, so my use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, may be monitored/captured/viewed by these systems and/or relevant/authorised staff members.
16. I agree to adhere to all provisions of the school **Data Protection Policy** at all times, whether or not I am on site or using a school device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials. I will immediately change passwords if I suspect a breach and notify Susan Cumbers and/or Emma Allen and Data Protection Officer (DPO) dpo@corbetstey.havering.sch.uk if there has been a data breach. I will not store school-related data on personal devices, storage or cloud platforms. USB storage keys should only be used in school and never taken off site with sensitive or personal information stored on them without explicit permission from the Headteacher. I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.
17. I will use school devices and networks/internet/platforms/other technologies for school business and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring, will look after devices loaned to me, and will notify the school of "significant personal use" as defined by HM Revenue & Customs.

18. I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school.
19. I will not browse, download or send material that is considered offensive to colleagues or the school or of an extremist nature.
20. I understand and support the commitments made parents and fellow staff, governors and volunteers in their Acceptable Use Policy Agreements and will report any infringements in line with school procedures.
21. I will follow the guidance in the **Online Safety Policy** for reporting incidents but also any concerns I might think are unimportant – I understand the principle of ‘safeguarding as a jigsaw’ where my concern might complete the picture, but only if I tell somebody. I have read the sections on handling incidents and concerns about a child in general, sexting, bullying, sexual violence and harassment, misuse of technology and social media.
22. I understand that breach of this AUP and/or of the school’s full Online Safety Policy may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.
23. I will embed the school’s online safety curriculum into my teaching.
24. I understand that failure to comply with this agreement could lead to disciplinary action.

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**User Signature**

I agree to abide by all the points above.

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

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school’s I.T. resources and systems.

Signature ..... Date.....

Full Name ..... (printed)

Job title .....

School .....

**Authorised Signature (Headteacher/ Deputy Headteacher/ Assistant Headteacher/ Business Manager)**

I approve this user to be set-up.

Signature ..... Date .....

Full Name ..... (printed)