



Name: _____	Name of School	Greenside
	AUP review Date	1st September 2020
	Date of next Review	1st September 2021

Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies at Greenside: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use Greenside's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Executive Head, Head of School and Deputy Head with responsibility for ICT and Local Governing Body (Jem Shuttleworth - Sept '20)
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email, the Internet and network, or other school or LA / Elliot Foundation systems.
- I will ensure all documents, data etc., are saved, accessed, used and deleted in accordance with Greenside's network, data security, confidentiality and GDPR protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any Greenside business, which is currently: Gmail and Egress.
- I will only use the approved Greenside email, MLE or other approved communication systems with students or parents/carers, and only communicate with them on appropriate Greenside 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 to a member of Leadership Group.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet 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, firewall and other ICT 'defence' systems.
- 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 or logins.



- I will not use personal digital cameras or camera phones for taking and transferring images of students or images on Greenside Google Drives. staff without permission and will only store
- I will use Greenside's Learning Platform in accordance with school and Elliot Foundation advice.
- I agree and accept that any computer or laptop loaned to me by Greenside is provided solely to support my professional responsibilities and that I will notify the Greenside Leadership Group of any "significant personal use" as defined by HM Revenue & Customs and understand that my usage can be tracked whilst using my Greenside logins and equipment.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption, stored via my school Google Drive and that I follow school data security and GDPR 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 student information, held within the Greenside'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 embed Greenside's e-safety curriculum into my teaching and personal practice.
- I will only use LA / Elliot Foundation systems in accordance with any corporate policies.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that the use of my mobile phone for personal use is prohibited during school hours with the exception of emergencies I have informed my line manager about, during my personal breaks or other occasions deemed reasonable by the Leadership Team.
- I understand that failure to comply with this agreement could lead to disciplinary action.
- For my professional and personal safety -
 - I understand that the school and Elliot Foundation Academies Trust may monitor my use of the ICT systems, email and other digital communication.
 - I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person.
- I will be professional in my communications and actions when using school ICT systems -
 - I will not engage in any online activity that may compromise my professional responsibilities.
 - I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist materials, adult pornography covered by the Obscene Publications Act 1959), inappropriate or may cause harm 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. If I inadvertently come across any such material, I will immediately inform the appropriate person.



• I understand that -

- I am responsible for my and out of school. online actions and my online identity in
- This Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school and Elliot Foundation Academies Trust.
- If I fail to comply with this Acceptable Use Policy I could be subject to action in accordance with the Trust's Disciplinary Policy. This could result in a warning and in more serious cases, possible suspension and dismissal from my employment by the Trust. In the event of illegal activities this is likely to include the involvement of the police.

User Signature

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 agree to abide by all the points above.

I wish to have an email account; be connected to the Intranet & Internet; be able to use Greenside's ICT resources and systems.

Signature: _____

Date: _____

Full Name (printed): _____

Job title: _____

School: Greenside

Authorised Signature (Executive Head Teacher/ Head of School)

I approve this user to be set-up.

Signature: _____

Date: _____

Full Name (printed): _____