	Name of School	Christ Church & Holy Trinity CofE Primary Schools
	AUP review Date	June 2024
	Date of next Review	June 2025
	Who reviewed this AUP?	ACHIEVEMENT COMMITTEE

Acceptable Use Policy (AUP): Staff agreement form

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

- I will only use the school’s digital technology resources and systems for professional purposes or for uses deemed ‘reasonable’ by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- If my password is compromised, I will ensure I change it. I will not use anyone else’s password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- 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.
- 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 school business. This is currently MS O365 Outlook (domain ccht.rbkc.sch.uk) for school purposes. We also use London Grid for Learning Staff mail.
- I will only use the approved school email, school MLE or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school 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 the appropriate line manager / school named contact.
- I will not download any software or resources from the Internet that can compromise the network or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- 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

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Please note conditions of Outlook Mailboxes:

keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will use the school's Learning Platform in accordance with school / and London Grid for Learning advice.
- 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.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security 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 pupil information, held within the school'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 the school's e-safety curriculum into my teaching.
- I will only use LA 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 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 e-safety policies.

I wish to have an email account; be connected to the Internet; be able to use the school’s ICT resources and systems.

Signature Date

Full Name (printed)


Job title

School

Authorised Signature Head Teacher (primary)

Is this member of staff temporary? NO / YES If yes, Contract end date:

I approve this O365 Outlook email account.

Signature  Date

Full Name Avis Hawkins – Head Teacher (printed)

For School Outlook email /internet connections - please return this page to: Linda Healy, Christ Church & Holy Trinity CofE Primary Schools, 1, Robinson Street, London SW34AA
lhealy@ccht.rbkc.sch.uk

For Network Manager Use: Date added to system:...../...../.....

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