



Acceptable Use Agreement 2024 - 2025: Staff

ICT (including data) and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Deputy Headteacher.

- I will only use the school's email / Internet / Intranet (tpsQUAD) / Learning Platform and any related technologies for professional purposes or for uses in line with the School Code of Conduct.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with students and staff are compatible with my professional role.
- I will check that websites and online videos are suitable for the relevant age group before providing links to students.
- I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to students.
- I will only use the approved, secure email system(s) for any school business. All emails sent to students should be sent to their school email account and not a personal one.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal or sensitive data taken off site must be encrypted, e.g. on a password-secured laptop or memory stick.
- Where possible I will use Google Drive for storage of school resources and files. I understand anything saved onto my school laptop Desktop or Documents will not be backed up by the school. (N and P Drive are still backed up.)
- I will not install any hardware or software without permission of the network management department.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of students and / or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member.
- Images will not be distributed outside the school network without the permission of the parent / carer, member of staff or Headteacher. If I wish to set up a school social media account, I will speak to FNe to fill in the appropriate paperwork.
- I will support the school approach to online safety and not upload or add any inappropriate images, videos, sounds or text linked to or associated with the school or its community.
- I understand that all my use of school devices and school accounts, including my school Google account, can be monitored and logged at home and at school and can be made available, on request, to my Line Manager or Headteacher.
- I understand that any device connected to our school wireless network can be tracked and monitored while on site.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.
- I will support and promote the school's Online Safety and Data Security policies and help students to be safe and responsible in their use of ICT and related technologies.
- I will not use personal electronic devices (including smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in circumstances where the use is associated with work – for example checking work emails or using CPOMS. Use in these circumstances must be discrete.
- I understand this forms part of the terms and conditions set out in my contract of employment.

SIGNED CONFIRMATION Please return to Emma Sangster by Friday 27th September

Signed.....

Date.....